I2 u2 In
Cop. 2

NEWS LETTER

THE LIBRARY OF THE
SEP 28 19
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

CONSERVATION CLASSES

Mr. William D. Masters has completed another successful series of Conservation classes under the DUE.

Whereas he has formerly conducted one-week courses in different counties, he had four three-weeks courses this summer in Cass, Whiteside, Montgomery, and Jo Daviess Counties. The enrollments ranged from 26 to 42 students with an average of 33.75 per class. All but two of the 135 persons enrolled were elementary school teachers.

A special effort was made to determine the extent to which conservation was being taught in the public schools by those teachers who had previously taken the one-week course. In every case, evidence was presented to show that these teachers were passing

Classes to be held in their plants. Also, calls have been received from officials of many smaller plants.

This interest has resulted in the scheduling of a city-wide class in Basic Industrial Safety at Navy Pier beginning September 28 with Mr. George W. Harper as instructor.

Plans are being made to hold classes within plants where sufficiently large enrollments are indicated.

CALENDAR OF EVENTS

September 18 and 19 - The Junior Red Cross Leadership Training Conference will be held at Robert Allerton Park. Mr. R. K. Newton is in charge.

September 21 - Dean Robert B. Browne will be the principal speaker at the 30th rsary Celebration dinner of the eld Illinois Lions Club. He is a r member of this club.

ıber 25 - The Division of Univer- :tension will conduct a program nonacademic personnel of the sity entitled "Know Your sity."

ber 26 - Dean Browne will be in r to speak at a meeting of the ion Council.

This volume is bound without V3 #7; V4 #3,5,6,16; V5 #3; V7 #5,6,8
which is/~~are~~ unavailable.

C
I2u2In
Cop.2

Ill. Coll.

NEWS LETTER

THE LIBRARY OF THE
SEP 28 19
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

CONSERVATION CLASSES

Mr. William D. Masters has completed another successful series of Conservation classes under the DUE.

Whereas he has formerly conducted one-week courses in different counties, he had four three-weeks courses this summer in Cass, Whiteside, Montgomery, and Jo Daviess Counties. The enrollments ranged from 26 to 42 students with an average of 33.75 per class. All but two of the 135 persons enrolled were elementary school teachers.

A special effort was made to determine the extent to which conservation was being taught in the public schools by those teachers who had previously taken the one-week course. In every case, evidence was presented to show that these teachers were passing along much of the information acquired in the course to the children in their classes; also to the adults in their communities.

Mr. Masters will teach two conservation classes at Springfield and Tuscola during the fall semester.

CLASSES IN INDUSTRIAL SAFETY

Tunis Dekker reports that several large companies have asked for Safety Classes to be held in their plants. Also, calls have been received from officials of many smaller plants.

This interest has resulted in the scheduling of a city-wide class in Basic Industrial Safety at Navy Pier beginning September 28 with Mr. George W. Harper as instructor.

Plans are being made to hold classes within plants where sufficiently large enrollments are indicated.

CALENDAR OF EVENTS

September 18 and 19 - The Junior Red Cross Leadership Training Conference will be held at Robert Allerton Park. Mr. R. K. Newton is in charge.

September 21 - Dean Robert B. Browne will be the principal speaker at the 30th Anniversary Celebration dinner of the Pittsfield Illinois Lions Club. He is a charter member of this club.

September 25 - The Division of University Extension will conduct a program for the nonacademic personnel of the University entitled "Know Your University."

September 26 - Dean Browne will be in Decatur to speak at a meeting of the Education Council.

Volume III Urbana, Illinois September 20, 1950 Number 1

C
12 02 In
v.3-4

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Milly Weber, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
James Brash, Duplicator

WHAT IS YOUR REACTION?

We wonder if you like the new heading on this issue of the News Letter. Is the color an improvement over the standard heading used last year? Won't you inform us of your reaction to it?

CALENDAR OF EVENTS (Cont.)

September 28 and 29 - The Personnel Management Conference will be conducted under the auspices of the Division of University Extension and the Business Management Service. Mr. R. K. Newton and Mr. Earl P. Strong will be in charge, and the Conference will be held at Robert Allerton Park.

September 29 - Dean Browne will discuss the Pros and Cons of a School Census at the 7th Governor's Conference on Exceptional Children which is to be held at the Illinois State Normal University, Normal, Illinois.

October 2-6 - The Third Annual Institutional Power Plant Engineers Conference will be held on the Urbana campus, with Mr. R. K. Newton in charge of arrangements.

October 5 and 6 - The Consumers Credit Conference, under the joint sponsorship of DUE and BMS, will be held in Chicago, with Mr. R. K. Newton and Mr. Earl P. Strong in charge.

OUR SYMPATHY

We in the Division of University Extension extend our deepest sympathy to Miss Joyce Van Houtin, whose father, Gordon Van Houtin, passed away last Friday of a heart attach.

Miss Van Houtin is employed as a stenographer in Mr. R. K. Newton's office.

INSURANCE COVERAGE ON UNIVERSITY TRAVEL

The question of insurance coverage when traveling by University Car or Plane has arisen at various times.

According to a statement made by Mr. Jesse W. Stonecipher, Chief Flight Instructor at the University Airport, the University carries a $2500 policy on each of its passengers who travel by University Plane on University business.

No life insurance is carried on passengers traveling by University Car. However, other insurance provisions are as follows: "The University carries insurance

covering its own and the authorized driver's legal liability as follows: (1) $25,000/ $50,000 public liability; (2) $5,000 property damage."

STATEWIDE CAMPUS

An attractive brochure entitled Division of University Extension - Statewide Campus recently came off the press. This brochure describes the various phases of the University's program which are available to citizens of Illinois through the DUE. A copy can be obtained upon request.

PERSONNEL MANAGEMENT CONFERENCE

The DUE has announced with attractive program folders the Personnel Management Conference meeting at Robert Allerton Park September 28-29.

The conference will be conducted by the College of Commerce and Business Administration in conjunction with the Institute of Labor and Industrial Relations.

The program promises to be a good one with eight visiting speakers and nine from the faculty of the University of Illinois.

THE DUE WELFARE FUND

You who have joined the Division since September, 1949 might like some information pertaining to the Welfare Fund which was established by us one year ago.

During a staff meeting last fall, Dean Browne approved the recommendations presented by a committee which had been appointed to investigate possibilities of, and need for establishing the fund. The following recommendations were accepted as principles to be followed by the Welfare Fund Committee.

"1. A Welfare Committee should be organized. A census of opinion in the Division indicates most all employees are in favor of such a move.

"2. The Welfare Committee should be composed of five members, four of whom are from the nonacademic group and one from the administrative staff. Membership on the committee is to be determined by election. In the interest of having representation in the various separated sections of DUE, one member should be from each of the following offices: Correspondence, the Dean's, Music Extension, and Visual Aids. Members of the Welfare Committee are to elect their own officers; one to be Chairman, one Treasurer, and one to act for the Treasurer when he is absent.

Digitized by the Internet Archive
in 2013

http://archive.org/details/newsletteruniver34univ

"3. Contributions should be made monthly on a base of 25¢ by each nonacademic person and a higher flat fee* by each academic or administrative individual. If an individual wishes to make a whole year's contribution in advance, it should be accepted, but should that individual sever his connection with DUE before the year is completed, whatever fractional amount of his contribution is not yet payable is to be refunded.

"4. Benefits recommended are: for funerals, $10; births, $5; separations, $5; and weddings, $10. In order to be eligible for any of these benefits, excepting funeral donation, the individual should have been in the employ of DUE for 11 months. Also, mention should be made here of female employees who may, because of pregnancy, separate from employment. If such an employee has met the qualifications for a separation gift, at the time of the birth of the expected offspring, it is felt this former employee should also be eligible to receive a birth gift. Funeral donations should be limited to father, mother, husband, wife, brother, sister, or children of the employee.

"5. In December of each year it is thought that whatever money is in the Welfare Fund minus $10 should be spent on a Christmas party.

"6. Money collected for the Welfare Fund should be deposited in one of the local banks in a checking account, and two members of the Welfare Committee should be empowered to write checks on the fund - one to be the primary person responsible, and the second to act in the event the first person is absent.

"7. The person who is given primary responsibility for the deposit of the money in the bank and the writing of necessary checks should be relieved of payment of any contributions.

"8. Only full-time employees of DUE are to be asked for contributions. Part-time employees may elect to contribute to the Fund if they so desire, and by such contributions, part-time employees become eligible for the benefits."

*This has been set at 50¢ per month.

The new year starts October 1. All "new" members are invited to participate in this welfare gesture. Those who are now participating are urged to determine whether your dues are paid up to date. This fund is maintained for a worthy purpose; therefore we hope it will maintain its degree of achievement gained last year.

VISITORS FROM PAKISTAN AND JAPAN

The Audio-Visual Aids Service was paid a recent visit by the Minister of Education from Pakistan. He was accompanied by Dean Willard B. Spalding of the College of Education.

Earlier in the summer, the VAS was visited by an official from the Ministry of Education in Japan.

These two visitors were seeking audio-visual materials on scientific subjects, also some which would depict American life and government to their countrymen.

NONACADEMIC CLASSES

Registration for the nonacademic classes will be held in room 314N, Illini Union Building from 7:30 to 9:30 p.m. on Wednesday 20.

The following courses will be open for enrollment: Intermediate Shorthand, Intermediate Typing, Intermediate-Advanced Photography, Masterpieces of Music, More Effective Speaking, World Affairs, Great American Novels, Human Problems and Personnel Relations, History of Illinois, Know Your University, Know Your Budget, Your Government in Action, Fundamentals of Drawing and Painting, and General Crafts

Mr. W. W. Krumsiek, Extension Specialist, will be in charge of this registration.

VAS GIVES FAREWELL PICNIC

The Visual Aids Service employees, together with their families, held a picnic at the Lake of the Woods on the evening of August 30.

The occasion was a farewell party to Mr. L. V. Peterson, former director of Audio-Visual Aids Service, who was presented a gift from the group.

The party was a huge success with an abundance of food and a variety of entertainment.

FIRST ANNUAL MIDWEST CONSERVATION EDUCATION CONFERENCE

The first annual midwest conservation education conference was held in LaCrosse, Wisconsin from August 28 to 30, with representatives from Colleges and Universities of Illinois, Iowa, Minnesota and Wisconsin. The University of Illinois was represented by Mr. W. Frank Purnell of the Agricultural Extension Service, Mr. Ralph C. Hay of the Agricultural Engineering Department and the State Soil Conservation Board, and Mr. William D. Masters of the Division of University Extension.

Numerous topics of interest to the group were discussed. It was largely an

orientation program to determine the desirability of having such a conference annually and the direction in which such a conference should proceed. After reports were given as to the work being done in conservation education in the various states, it was decided to hold the next conference in Illinois where the Illinois system of conservation education could be studied at first hand. It seemed apparent that the Illinois system of conservation education whereby extension courses were offered in numerous counties throughout the state was the most effective method for the promotion of conservation. The group thought the course being offered by the University of Illinois contained the information most essential to a thorough understanding of the conservation problem. It was decided that subsequent conferences should contain more information of educational significance and that opportunities be provided for groups of similar interest within the conference to meet separately to discuss mutual problems.

Tentative plans were made to hold the 1951 conference at Allerton House October 4, 5, and 6, 1951. Mr. William D. Masters of the Division of University Extension was elected general chairman of the Steering Committee for the coming year.

HERE AND THERE

Mrs. Elizabeth Ridgeway of Junction, Illinois has been employed as Junior Clerk-Stenographer to fill the vacancy caused by the recent resignation of Mrs. Dorothy Magrill. Her husband, Mr. Ridgeway, is a student in the College of Law.

- - - - - - - - - -

Professors Gerald C. Carter and John F. Humes, Psychologists, attended the National meeting of the American Psychological Association at Pennsylvania State College.

Professor Humes addressed one session on the results of the educational program which the University has been conducting for employees in the Bowman Dairy, Chicago. Jack has devoted much time and effort to studying the results of this program in an attempt to prepare an evaluation of it.

- - - - - - - - - -

Stanley C. Robinson was recently appointed by Dr. J. M. Nolte, President of the National University Extension Association, to serve as a member of the NUEA Committee on Conferences and Institutes during the next year.

- - - - - - - - - -

Mrs. Roberta Brown, recently from California, has been employed in the Correspondence Section to replace Mrs. Louise Fordon as a general clerk Mrs. Fordon will accompany her husband to Berkley, California where he has accepted an appointment at the University.

- - - - - - - - - -

The Correspondence Section reports that the new 1951 bulletins on Correspondence Courses are now ready for distribution.

- - - - - - - - - -

Approximately 39,000 copies of the new printed announcement on Extramural Credit Courses for teachers and librarians for the fall semester were distributed last week.

- - - - - - - - - -

Two meetings with Education Officers have been held at Ft. Sheridan and at Fifth Army Headquarters to plan undergraduate courses for military personnel.

Tentative arrangements have been made for DUE to conduct this program with members of the Navy Pier staff participating as instructors.

- - - - - - - - - -

SCHEDULED EXTENSION COURSES FOR FIRST SEMESTER
1951

Code Number	Subject	Credit Status	Beginning Date	Ending Date	Instructor
		ASHLAND			
NC-85	Retail Salesmanship	N[1]	Sept. 12	Oct. 31	Robert Walston
		CHICAGO			
N-3-20	Architectural Rendering	N	Oct. 9	Nov. 27	R. Stermer W. F. McCaughey T. Makino N. Buchanan
N-3-19	Mechanical Engineering	N	Oct. 10	Nov. 28	Robert E. Hattis
N-3-18	Basic Industrial Safety	N	Sept. 28	Jan. 25	George Harper
N-On-10	Practical Foundation Engineering	N	Sept. 15	Feb. 2	R. B. Peck
N-3-4	Salesmanship	N	Sept. 28	Dec. 21	D. Stevenson
N-3-9	Psychological Methods in Foreman Development I	N	Sept. 26	Jan. 30	John Humes

[1] Noncredit classes

N-3-8	Psychological Methods in Foreman Development II	N	Sept.	26	Jan.	30	John Humes
N-3-2	Basic Effective Speech	N	Sept.	26	Dec.	19	Larry Olson
N-3-3	Salesmanship	N	Sept.	25	Dec.	18	H. Bergdahl
N-3-5	Basic Economics	N	Sept	25	Jan.	29	W. Grampp
N-3-7	Advanced Effective Speech	N	Sept.	26	Dec.	19	Larry Olson
N-3-15	Economics	N	Oct.	4	Feb.	7	W. Grampp
N-3-13	Philosophies of Government	N	Oct.	2	Feb.	5	Daniel J. Morris
N=3-12	Philosophy	N	Oct.	5	Feb.	1	Robert Page
	DECATUR						
N-On-15	Professional Engineers Refresher	N	Sept.	5	Nov.	7	E. R. Bretscher
	GRANITE CITY						
N-2-79	Psychology of Foremanship	N	Oct.	4	Jan.	24	Homer Gammill
	ROCKFORD						
N-5-21	Professional Engineer Refresher Course	N	Sept.	6	Nov.	15	Chas. N. Debes
	TUSCOLA						
N-Oy-3	Conservation of Natural Resources	U[2]	Sept.	18	Jan.	14	Wm. D. Masters
	URBANA						
G-Oy-2	Agricultural Education for First Year Teachers	G[3]	Sept.	18	Jan.	1	M. J. Scott L. J. Phipps
	WAUKEGAN						
N-3-17	Grievance Probelms	N	Oct.	9	Dec.	4	John Brumm
	WEST FRANKFORT						
N-2-81	Intermediate Coal Mining	N	Oct.	4	Jan.	24	Thomas Garwood
N-2-80	Elementary Coal Mining	N	Oct.	4	Jan.	24	To be selected.

[2] Undergraduate credit classes
[3] Graduate credit classes

Izuzln
Cop. 2
Ill. Coll.

NEWS LETTER

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

SMITH HEADS VISUAL AIDS SERVICE

Don W. Smith who has been employed in the Audio-Visual Aids Service during the past several years was appointed by Dean Browne to become Acting Supervisor of the Service for the present year. He will replace Mr. Lewis V. Peterson who accepted an appointment in the Division of Communications.

Don is working on his Doctor's Degree in the College of Education, and has given emphasis to Audio-Visual Aids in the educational program in his work at the University.

We congratulate Don on his appointment to the administrative staff and extend our best wishes for continued success in his new position.

ROCKFORD HAS CLASS IN QUALITY CONTROL

The Rockford class in Elementary Quality Control, which is being promoted by the Rock River Section of the American Society for Quality Control, proved to be so popular that it had to be divided into two sections.

The two sections meet on Tuesdays and Thursdays. The instructor is Mr. Edward Varnum, a mathematician at the Barber-Colman Company of Rockford.

A SUITE AT THE CONGRESS

Our U. of I. readers are reminded that the DUE is maintaining a comfortable suite of rooms at the Congress Hotel in Chicago again this year. Although these rooms are maintained primarily for the use of faculty members who are teaching extension classes in the Chicago area, all University members are invited to stay overnight in them at any time a vacancy exists.

Because the rental price has recently increased, we find it necessary to charge $4.50 per person to stay overnight in these rooms this year. This charge is made to anyone who is not on business associated with the University Extension program. (Cont. page 2)

CALENDAR OF EVENTS

October 6 - The monthly staff meeting of the Division of University Extension will be held in Dean Robert B. Browne's office.

October 10 - Dean Browne will be a guest at the Illinois School Principals' Association dinner, which is to be held at the Illini Union Ballroom.

October 11-15 - The International Association of Public Employment Services Conference will convene at Robert Allerton Park. This Conference is sponsored jointly by the Institute of Labor and Industrial Relations and the DUE.

October 18-19 - The Bankers Conference will be held on the Urbana campus. The Business Management Service and DUE are in charge.

October 20-22 - Dean Robert B. Browne will be in Minneapolis, Minnesota to attend the annual meeting of the Association of Summer Session Deans and Directors.

Volume III Urbana, Illinois October 6, 1950 Number 2

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Milly Weber, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
James Brash, Duplicator

NEW ARRIVALS

Mrs. Lella Lancaster and Mrs. Shirley Latham, recent employees of the DUE, have each been blessed with the arrival of a baby girl. Lella's baby has been named Karla Kay, and Shirley's is called Pamela Sue.

A SUITE AT THE CONGRESS (Cont.)

You are invited to call Mrs. Elizabeth Ridgeway, Ext. 411 to inquire about possibilities of using the University's room at the Congress. Vacancies frequently exist, especially during the week-ends.

HOME ECONOMICS EDUCATION

Miss Letitia Walsh reports that she has between thirty and forty teachers in her class Education E449 at Decatur.

The course title is "Building a Curriculum in Family Life Education". Teachers of all grades - from kindergarten through high school - are enrolled.

Several areas of subject matter are represented in the teachers from the junior and senior high schools. All are interested in preparing resource units that embody the family life materials best suited to their own teaching levels, and best contributed by their own subject matter areas.

PERSONNEL MANAGEMENT CONFERENCE

The Personnel Management Conference which was held at the Robert Allerton Parkon September 28-29 was attended by eighty-six persons. Among the topics emphasized in the lectures were Company Policy and Human Relations, Human Relations and Top Management, Motivation in Human Relations, Human Relations in Dealing with Unions, New Employee Relations, and Fringe Issues.

Earl P. Strong served as moderator of a panel discussion on the subject of Supervisory Training.

FLORIO TEACHES FOR MICHIGAN DUE

A. E. Florio of the School of Physical Education writes that he recently conducted a course in Driver Education for the Extension Division at the University of Michigan. The Department of Public Instruction and the Michigan Automobile Club also helped in sponsoring this class. There were 94 teachers in attendance.

Mr. Florio states that he was much impressed with the University of Michigan Extension Building in Detroit.

This course is to be offered at the U. of I. by the DUE during the week of October 23. R. K. Newton is in charge of arrangements.

- - - - -

Have you read our new Brochure - Statewide Campus? It attempts to help you become better acquainted with the University Extension program.

VITAMINS TO US

Here is another letter which we recently received from the Division of Specialized Personnel in the Institute of International Education. We believe you will be interested in its contents, therefore they are quoted below:

> "We wish to thank you for the fine assistance you have given the Institute of International Education recently in connection with several groups of Japenese public officials.
>
> In each case the Japanese participants have, at the conclusion of their study hour, expressed the feeling that the time spent with you was one of the high lights of their study tour.
>
> Your organization brings a fresh and stimulating point of view to our groups. We are confident you have been extremely helpful in representing American government to our groups and in centering attention on the best and worst in American practice.
>
> We thank you for your extremely valuable assistance."

As we struggle through our daily problems in the ever-increasing work-load, these expressions of approval are vitamins to us.

BENNER TELLS OF KOREAN EXPERIENCE

Professor Thomas E. Benner of the 1949-50 DUE staff was in Seoul, Korea when the Reds invaded.

On the third day of the invasion as Communist forces were entering Seoul, he was rescued by the U. S. Army Air Force which sent transport planes to take out all United Nations personnel.

Mr. Benner, on special assignment for our Department of State, was serving as special aide to the Korean Minister of Education. While in Korea, he made a Kodachrome film on Korean family life, folk-ways, and cultural activities which has already been widely scheduled for public showings.

OSBORNE VISITS COAL MINE

Bob Osborne, the DUE field representative residing at Collinsville, writes of an interesting visit at the coal mine of the Carmac Coal Company, Marion, Illinois. The main portion of the letter is as follows:

> "Since I was searching for an instructor in mine engineering for the West Frankfort class, it was necessary to visit a number of mines. The search ended at the Carmac Coal Company mine about fifteen miles south and east of Marion. In some places the road was bad and muddy but trucks were going through and so did I. The reception was well worth the effort.
>
> I met Mr. N. Wood, the proposed instructor, and he introduced me to the Superintendent, Mr. Barker, and most of the engineering staff. After securing the services of Mr. S. Johnsen of the staff as instructor, Mr. Barker suggested a tour "down-under". Mr. Wood conducted the tour. I should say here that Mr. Wood could not undertake the teaching since he will be called out of town on other operations during nights the class will meet.

We spent about an hour riding and walking through the mine. This is a slope mine working under an area that has been stripped. It is a small project as some mines go in this area, but it is only three years old and a model mine, so I am told. Several delegations from out of the State have visited here and returned home to try to apply ideas gained. There is no trackage in the mine. It is completely electrified and mechanically mined, with ore being moved on conveyor belts. There may be larger mines but this one is good, and I am sure none can exceed the fine treatment given a visitor by these gentlemen."

JACKSON HEARS FROM CUBA

Professor C. O. Jackson has recently received a Spanish translation of the book Methods in Physical Education, by Hilda Kozman, Rosalind Cassidy and C. O. Jackson from the translator Mr. Alfredo Lopez Suarez.

Mr. Suarez is Director of Physical Education for Cuba. He was graduated from the University of Illinois with the class of 1946.

IAPES CONFERENCE AT ALLERTON PARK

A conference for the International Association of Public Employment Services is planned for October 11-14 at Robert Allerton Park. This conference is being arranged by the Institute of Labor and Industrial Relations, the Institute of Government and Public Affairs, and the DUE.

Louis Levine, Chief, Division of Reports Analysis, U. S. Department of Labor, will be the principal speaker Saturday morning.

Norman G. P. Krausz of the Institute of Government and Public Affairs and Thelma Fox of ILIR are planning the program with personnel from IAPES.

HERE AND THERE

Larry Olson, instructor in Speech, was the speaker at the annual Home Bureau Meeting at Greenville on September 20.

- - - - -

Phillips L. Garman of ILIR was recently appointed by Dr. J. M. Nolte, President of the National University Extension Association, to serve as a member of the NUEA Committee on Industrial Relations and Workers Education.

- - - - -

Mrs. Bonnie Jeanne Uphoff started to work in the Correspondence Section on Monday, September 25. She is filling the junior-clerk typist position made vacant by the resignation of Mrs. Iva Rotramel.

- - - - -

About thirty-five top-management policy makers are expected to attend a two-day invitational conference at Allerton Park on October 26-27.

The subject for consideration will be "Bases for Communication with Employees".

The conference is being held by the ILIR and the DUE in cooperation with the Business Management Service.

- - - - -

Neil F. Garvey was recently appointed by J. M. Nolte, President of the National University Extension Association, to serve as a member of the NUEA Committee on Correspondence Instruction.

- - - - -

Earl Wolfe of ILIR will be one of the main speakers at the annual meeting of the Iowa Restaurant Association in Davenport, Iowa, on October 10.

He will emphasize ways of helping personnel managers develop a plan for multiple-management which includes employees in the solving of management problems.

- - - - -

Dr. Walter V. Kaulfers was visiting professor of modern languages and education at the University of Colorado last summer. His activities included guest lectures in French, Spanish and German.

- - - - -

Dorothy Dowell of ILIR attended the annual convention of the International Labor Press of America in Houston, Texas, on September 16-17.

- - - - -

SCHEDULED EXTENSION COURSES FOR FIRST SEMESTER
(First Supplement to Vol. III, No. 1, September 20, 1950)

Code Number	Subject	Credit Status	Beginning Date	Ending Date	Instructor
		ASHLAND			
N-4-85	Retail Salesmanship	N[1]	Sept. 12	Oct. 31	Robert Walston
		BLOOMINGTON			
N-4-80	Part I of Chartered Property Casualty Underwriter	N	Sept. 19	Jan. 16	P. A. Hedges
		CHARLESTON			
G-Oy-57	Educational Administration	G[3]	Sept. 18	Jan. 8	P. Van Miller
G-Oy-58	Advanced Child Development for Students of Education	G	Sept. 21	Jan. 11	Irving Lazar
A-Oy-59	Psychology of Learning for Teachers	A[2]	Sept. 19	Jan. 9	R. E. Schultz
		CHATSWORTH			
G-Oy-56	Supervised Farming in Vocational Agriculture	G	Sept. 27	Jan. 17	G. P. Deyoe

1 Noncredit classes
2 Undergraduate credit classes
3 Graduate credit classes

CHICAGO

N3-25	Business Law - A.I.A.	N	Oct. 11	Dec. 20	F. B. Huebenthal
N3-16	Public Speaking - Western Society of Engineers	N	Oct. 3	Feb. 6	A. R. Edyvean
N3-14	Professional Engineering Refresher Course	N	Sept. 19	Nov. 9	Navy Pier Staff
N3-6	Conference Leadership	N	Sept. 25	Dec. 18	Wayne Thompson
G-Oy-52	Library Administration	G	Sept. 22	Jan. 12	Herbert Goldhor
G-Oy-51	Problems in Health Education	G	Sept. 19	Jan. 9	G. T. Stafford
A-Oy-50	Care and Education of Orthopedically Handicapped Children	A	Sept. 20	Jan. 10	G. T. Stafford
A-Oy-54	Introduction to Evaluation	A	Sept. 19	Jan. 9	J. T. Hastings
A-Oy-55	Mental Hygiene in the School	A	Sept. 19	Jan. 9	Sue Crain
A-Oy-53	Diagnostic and Remedial Programs of the School	G	Sept. 19	Jan. 9	E. W. Dolch

DANVILLE

A-Oy-48	Library Materials for Children	A	Sept. 19	Jan. 9	Marie Hostetter
U-Oy-49	Social Factors in Personality	U[4]	Sept. 20	Jan. 10	Richard Dewey

DECATUR

G-Oy-47	Independent Study-Building A Curriculum in Family Life Education	G	Sept. 18	Jan. 8	Letitia Walsh

---

4 Advanced graduate credit classes

		DIXON			
N5-2	Principles of Effective Speaking	N	Sept. 28	Feb. 1	George Martin
		E. ST. LOUIS			
A-Oy-44	Philosophy of Education	A	Sept. 20	Jan. 10	F. McMurray
G-Oy-43	Elementary School Core Programs	G	Sept. 20	Jan. 10	F. P. Barnes
A-Oy-42	Audio-Visual Materials and Problems	A	Sept. 23	Jan. 6	C. W. Stone
G-Oy-41	Problems in Health Education	G	Sept. 23	Jan. 6	C. O. Jackson
		Ft. SHERIDAN			
U3-22	Rhetoric 101, Rhetoric and Composition	U	Sept. 27	Dec. 22	W. Jackman
		GALESBURG			
G-Oy-40	Planning Programs of Agricultural Education in Community Schools	G	Sept. 27	Jan. 17	H. M. Hamlin
		JACKSONVILLE			
G-Oy-39	Vocational Education in Agriculture for Adults	G	Sept. 21	Jan. 11	L. J. Phipps
		LASALLE			
NL-177	Time and Motion Study	N	Oct. 12	Feb. 16	Jack Tucker
A-Oy-35	Audio-Visual Materials and Problems	A	Sept. 21	Jan. 11	L. V. Peterson
A-Oy-37	Philosophy of Education	A	Sept. 18	Jan. 8	K. D. Benne
G-Oy-36	Elementary School Core Programs	G	Sept. 21	Jan. 11	E. H. Reeder
		MACOMB			
N-L-9	Motion and Time Study	N	Oct. 3	Jan. 23	Jack Tucker

		MARION			
G-Oy-34	Supervised Farming in Vocational Agriculture	G	Sept. 21	Jan. 11	G. P. Deyoe
		ROCKFORD			
N5-1	Industrial Safety-Elements of Supervision	N	Sept. 25	Jan. 22	J. F. Humes
N5-45	Advanced Strength of Materials	N	Sept. 21	Jan. 25	O. M. Sidebottom
N5-3	Retail Salesmanship	N	Sept. 28	Nov. 16	Robert Walston
N5-11	Social Welfare Legislation	N	Oct. 4	Nov. 29	Herman Erickson
		SPRINGFIELD			
N-4-99	Human Relations and Supervision	N	Sept. 18	Jan. 28	W. Schaffrath
N-4-90	Industrial Psychology II	N	Sept. 26	Jan. 18	H. Gammill
U-Oy-7	Conservation of Natural Resources	U	Sept. 21	Jan. 19	W. D. Masters
		ST. CHARLES			
G-Oy-45	Vocational Education in Agriculture for Adults	G	Sept. 21	Dec. 21	H. M. Hamlin
		STREATOR			
N5-48	Industrial Relations for Supervision	N	Sept. 26	Nov. 14	Earl Wolfe
N5-50	Industrial Relations for Supervision	N	Sept. 26	Nov. 14	Earl Wolfe
		URBANA			
N-Oy-4	English for Displaced Persons	N	Sept. 2	Feb. 5	Louis Wagy
N-1-3	Intermediate-Adv. Photography	N	Sept. 27	Jan. 24	Eugene Clark

N-1-2	Intermediate Typing	N	Sept. 28	Jan. 25	W. L. Winnett
N-1-1	Intermediate Shorthand	N	Sept. 27	Jan. 23	G. G. Shafer
N-1-10	Human Problems and Personnel Relations	N	Sept. 28	Jan. 25	W. B. Schaffrath
N-1-14	Metalwork	N	Sept. 28	Jan. 25	Arthur Pulos
N-1-4	Masterpieces of Music	N	Sept. 27	Jan. 24	Wolfgang Kuhn
N-1-12	Fundamentals of Drawing and Painting	N	Sept. 25	Jan. 22	J. W. Kennedy
N-1-12a	Fundamentals of Drawing and Painting	N	Sept. 22	Jan. 28	J. W. Kennedy
N-On-13	Engineers Refresher Course	N	Sept. 11	Nov. 6	W. E. Hanson
		WAUKEGAN			
N3-11	Practical Psychology	N	Oct. 4	Nov. 29	G. C. Carter
N3-10	Salesmanship-Cooperative Trading	N	Oct. 11	Dec. 6	R. Walston
N-On-11	Professional Engineering Refresher Course	N	Sept. 11	Nov. 13	W. J. Hooper

I2u2In
Cop. 2

NEWS LETTER

OCT 2 1950

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

DUE FAMILY PICNIC

Those of you who are participating in extension work in any way are cordially invited to attend the DUE picnic to be held at the 4-H Memorial Camp dining room at Allerton Park on Sunday, October 29. Picnic clothes are in order. Softball, horseshoes, croquet, trails for hiking and phonograph music will be available.

Each family will bring its own basket of food, drink, and utensils. The picnic will last from 11 a.m. until 5 p.m., rain or shine.

If you plan to attend, will you please notify Gerald Carter, 118 Illini Hall, Extension 2112. Transportation can be provided if needed.

MEMBERS ELECTED TO THE DUE WELFARE FUND COMMITTEE

The DUE Welfare Fund Committee for 1950-51 is composed of the following members: W. W. Krumsiek, Johanna Gambino, Joyce Van Houtin, Dorothea Saathoff, Lois Dilly and C. D. McMurry.

The Committee met in Room 112 of the Illini Union Building on Friday, October 12. The following officers were elected: W.W. Krumsiek, chairman: Florence Nesler, treasurer; Dorothea Saathoff, assistant treasurer.

If you have not paid your October dues, you are urged to do so at once.

Everyone who expects to travel at the expense of DUE must make clearance with the Division in advance by filling out the request form or calling Extension 412.

CALENDER OF EVENTS

October 23-27 - The School of Physical Education and DUE will cooperate in offering a course in Driver Education and Training for High School Teachers. The classes will be held at McKinley Foundation, which is located at 809 South Fifth Street in Champaign. Mr. A. E. Florio, Assistant Professor of Physical Education for Men, will be in educational charge.

October 26 - Dean Browne will be in Chicago for the day. During the morning and afternoon he will be attending a meeting of the Commission on Handicapped Children. During the evening he will attend the dinner meeting of the Civil War Round Table at which Colonel Robert R. McCormich will be the speaker.

October 30-November 3 - A Conference for Chief Nurses and Instructors in the Department of Public Health will be held at Robert Allerton Park. Mr. Robert K. Newton, of the DUE staff, is in charge.

November 3 - A Speech Conference Survey will be held on the Urbana campus, with Dr. Neil F. Garvey, of the DUE staff, in charge.

Volume III Urbana, Illinois October 20, 1950 Number 3

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Milly Weber, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
James Brash, Duplicator

CONFERENCE AT WAUKEGAN

A one-day conference, entitled Public Relations for Labor, will be held in Waukegan November 12.

This conference is being arranged for the Lake County Central Trades and Labor Council by the ILIR and DUE. Dorothy Dowell is in educational charge.

EAST ST. LOUIS CLASS HAS FIELD TRIP

Members of the East St. Louis class in the course, Audio-Visual Materials and Problems, visited the L'Ouverture School in St. Louis on October 14.

The L'Ouverture School is especially equipped to aid instruction using all types of audio-visual materials. C. W. Stone, instructor of the class, reports that this was the first of two field trips planned. In December, the group plan to visit Radio Station KWK, the Mutual Outlet in St. Louis.

WI-VET CLASSES

Walt Krumsiek registered the classes for wives of Veterans - Wi-Vets - at the University High School Thursday evening, October 12.

These classes are open to the wives of veterans in the University. The tuition charge is $2.00 per person. Enrollments were taken in the following classes: Cooking for Special Occasions, Children's Clothing, Home Decoration, Handicraft, Beginning Sewing I, Beginning Sewing II, Intermediate Sewing, Gifts, Men's and Boy's Tailoring, Women's Tailoring, Beginning Shorthand, Home Management, Advanced Painting, Beginning Painting, Beginning Typing and Slip Covering.

A few of the 16 classes are short of the required minimum number of 15 enrollees, but late registrations are expected to swell the present total of more than 350.

GARVEY GOES TO BELLVILLE

Dr. Neil F. Garvey was in Bellville on October 12-13 serving in the capacity of consultant to the St. Clair County Teachers Institute.

The teachers were considering the development of their future meetings along the discussion-type pattern.

Neil assisted the Steering Committee with its initial planning when he was there last June.

PHILLIPS LEAVES FOR WASHINGTON, D.C.

Edward L. Phillips has left the ILIR-DUE Staff to join the research staff of the Wage and Hour and Public Contracts Division of the Department of Labor.

Before coming to Illinois, Edward had taught at Cornell University where he received his Master's Degree in Labor and Industrial Relations. (Cont. p. 3)

PHILLIPS LEAVES FOR WASHINGTON, D.C. (Cont.)

Although we regret Ed's leaving the U. of I., he and Mrs. Phillips have our best wishes for success and happiness in his new work in Washington, D.C.

KAULFERS TO ADDRESS INDIANA TEACHERS

Dr. Walter V. Kaulfers will be in Indianapolis to speak to the Indiana Modern Language Association on October 26. His subject will be "Modern Research as applied to the Teaching of World Languages".

On October 27, he will address the English Section of the Indiana Teachers Association on the subject, "Usage for the Millions".

PIGAGE HELPS FORM PANEL

L. C. Pigage took part in a panel discussion of the Chicago Chapter of the Society for Advancement of Management on October 10.

The subject under discussion was "Sound Pictures for Industrial Engineering". The complete panel was composed of Dean H. P. Sutton of the Illinois Institute of Technology, Mr. James Newsome of Johnson and Johnson, and Mr. L. C. Pigage of the University of Illinois.

STONE APPOINTED CHAIRMAN

C. W. Stone, instructor of the East St. Louis class in Education E354, was recently appointed chairman of the Audio-Visual Materials Committee of the Illinois Library Association.

Mr. Stone is audio-visual specialist in the University of Illinois Library School.

BETTER LATE THAN NEVER

Mr. and Mrs. W. W. Krumsiek left on Saturday, October 14, for a belated vacation trip. They expect to be gone for two weeks, visiting points of interest, as far north as Bar Harbor, Maine and south along the Atlantic coast returning by way of the Smoky Mountain National Park.

SCHEDULED EXTENSION COURSES FOR FIRST SEMESTER

Second Supplement to Vol. III, No. 1, September 20, 1950

Code Number	Subject	Credit Status	Beginning Date	Ending Date	Instructor
		CHICAGO			
U-3-31	Modern European History	U[2]	10-9-50	2-5-51	Nicholson
N-3-28	Basic Speech	N[1]	9-26-50	12-22-50	Stitzel

1 Noncredit classes
2 Undergraduate credit classes

N-3-23	Steward Training & Collective Bargaining	N	10-3-50	11-21-50	Brumm
N-3-27	Effective Speech	N	9-26-50	12-12-50	Edyvean
N-3-26	Salesmanship	N	9-25-50	12-11-50	Dealy
		DIXON			
A-Oy-46	Library Materials for Adolescents	A[3]	9-13-50	1-3-51	James
		EAST ST. LOUIS			
N-2-2	Fundamentals of Speech	N	9-20-50	1-10-51	Broadrick
		KEWANEE			
U-Oy-38	Health Problems of School Children	U	9-19-50	1-9-51	Huffman
		MOLINE			
G-Oy-31	Fundamentals of Curriculum Development	G[4]	9-23-50	1-13-51	Burnett
G-Oy-32	Educational & Vocational Guidance	G	9-21-50	1-11-51	Anderson
		MT. STERLING			
N-4-83	Principles of Dairy Technology	N	9-18-50	1-15-51	Schnake
		MT. VERNON			
G-Oy-29	Educational & Vocational Guidance	G	9-18-50	1-8-51	Ohlsen
G-Oy-28	Fundamentals of Curriculum Development	G	9-20-50	1-10-51	Shores
		MURPHYSBORO			
N-2-85	Quality Milk Production	N	10-17-50	12-12-50	S. L. Tuckey M. E. Mansfield K. H. Hinchcliff W. O. Nelson J. E. Wills R. W. Bartlett W. W. Yapp

3 Advanced undergraduate credit classes
4 Graduate credit classes

		OTTAWA			
A-Oy-27	Library Materials for Adolescents	A	9-11-50	1-8-51	James
		PALESTINE			
N-C-1a	Retail Salesmanship	N	9-27-50	11-15-50	Hay
N-C-1	Retail Salesmanship	N	9-27-50	11-15-50	Hay
		PEORIA			
G-Oy-24	Educational Administration	G	9-23-50	1-13-51	Clevenger
G-Oy-25	Advanced Child Development for Students of Education	G	9-23-50	1-13-51	Lazar
A-Oy-26	Psychology of Learning for Teachers	A	9-23-50	1-13-51	Gage
		PRINCETON			
U-Oy-23	Health Problems of School Children	U	9-18-50	1-8-51	Huffman
		ROCKFORD			
G-Oy-20	Fundamentals of Curriculum Development	G	9-20-50	1-13-51	DeBoer
A-Oy-19	Library Materials for Adolescents	A	9-12-50	1-8-51	James
N-5-4	Part I of Charter Property Casualty Underwriters Course	N	9-28-50	2-1-51	Carlyle
N-5-12	Elementary Quality Control	N	9-21-50	1-25-51	Varnum
G-Oy-21	Educational and Vocational Guidance	G	9-23-50	1-13-51	Lifton
		SPARTA			
N-2-5	Quality Milk Production	N	10-17-50	12-12-50	see Murphysboro
		SPRINGFIELD			
G-Oy-14	Government Communication and Reporting	G	9-18-50	1-8-51	Monypenny

U-Oy-12	Prevention and Treatment of Juvenile Delinquiency	U	9-26-50	1-16-51	Esselstyn
G-Oy-13	Diagnostic and Remedial Programs of the School	G	9-20-50	1-10-51	Simpson
A-Oy-18	Mental Hygiene and the School	A	9-20-50	1-10-51	Gaier
A-Oy-17	Introduction to Evaluation	A	9-20-50	1-10-51	Odell
U-4-11	Recreational Crafts	U	9-28-50	2-1-51	Johnson
U-Oy-15	Psychology of Adjustment	U	9-18-50	1-15-51	Costin
U-Oy-16	Principles of Sociology	U	9-26-50	1-9-51	Bierstedt
		SULLIVAN			
A-Oy-11	Science in the Elementary School	A	9-11-50	1-8-51	Hofer
		TAYLORVILLE			
N-4-12	Elementary Coal Mining IX	N	10-3-50	1-23-51	Voltz
		URBANA			
U-Oy-61	Principles and Problems of Government	U	9-25-50	1-14-51	Ranney
N-1-6	World Affairs	N	9-26-50	1-23-51	Norman
N-1-5	More Effective Speaking	N	9-25-50	1-22-51	Mills
N-1-16	Metalwork	N	9-25-50	1-25-51	Ginstrom
U-Oy-5	Plane Trigonemetry	U	9-28-50	1-11-51	Meserve
U-Oy-6	Freshman Rhetoric and Composition	U	9-26-50	1-9-51	Mathews
N-1-32	Slipcovers and Draperies	N	10-19-50	1-19-51	Alexander
N-1-31	Dress Design	N	10-18-50	1-18-51	Alexander
N-1-30	Men's and Boy's Tailoring	N	10-20-50	1-20-51	Alexander
N-1-29	Women's Tailoring	N	10-17-50	1-17-51	Alexander
N-1-28	Intermediate Sewing	N	10-16-50	1-16-51	Alexander

Ill. Coll.
I Zu2 In
Cop. 3

NEWS LETTER

THE LIBRARY OF THE
NOV 7 1950
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

DUE FAMILY PICNIC HUGE SUCCESS

An abundance of good food including lots of pie and cake characterized the picnic dinner at the Allerton Park 4-H Camp Sunday, October 29. Those attending thoroughly enjoyed the beautiful sunny afternoon.

Gilbert and Dick Waller, both Scott Yorks, and Stan Robinson were among the numerous heavy sluggers who thrilled the spectators viewing the soft ball game. Some of the picnickers played shuffle board and croquet, while others went on hikes. Some of the ladies sat in the sun and enjoyed a "gab-fest".

On the day after Neil Garvey is quoted as saying, "Oh! My aching back!."

ALL-STATE MUSIC ACTIVITY

The Music Extension section reports that plans are well under way for the Third Annual Illinois All-State Music Activity scheduled to be held on campus November 24-25.

Last year, approximately 800 high school music students attended this event. Tom Richardson reports that from all indications, public enthusiasm and support by the music teachers of Illinois have increased since last year.

Such an activity requires many hours of preparation. This event is made available through the cooperation of the School o Music, the Illinois Music Educators' Association, and the DUE.

DEAN BROWNE HEADS ASSOCIATION

Dean Robert B. Browne was elected president of the Association of Summer Session Deans and Directors for the year of 1950-1951.

The annual meeting was held at Minneapolis on October 20-22. Next year's meeting will be held at Northwestern University in Evanston.

CALENDAR OF EVENTS

November 6-8 The Business Management Service and DUE will jointly sponsor the Third Semiannual Industrial Management Institute, which is to be held at Robert Allerton Park.

November 6- Dean Robert B Browne will be in Springfield to attend a meeting of the Illinois State Examining Board for Teachers' Certificates.

November 12- A one-day Conference on Public Relations for Labor will be held on the Urbana campus, with the Labor Institute and DUE in charge.

November 13-17 The Insurance Agents Short Course, Part IV, will be held at Robert Allerton Park. The College of Commerce and DUE will cooperate in presenting this short course.

November 14-15 Dr. P. H. Tracy, Professor of Dairy Technology, will be in charge of the Conference on Soft Cheese, which is to be held on the Urbana campus.

Volume III Urbana, Illinois, November 3, 1950 Number 4

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Milly Weber, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
James Brash, Duplicator

CONGRATULATIONS!

DUE employees extend congratulations to Dean and Mrs. Browne who have just become grandparents. Mr and Mrs. Robert B. Browne, Jr. of La-Grange, Illinois are the proud parents of Susan Kay, born on October 22.

CALENDAR OF EVENTS (Cont'd)

November 14-16 The Third Annual Engineering Institute on Traffic Engineering will be held in Urbana. C C. Wiley, Professor of Highway Engineering, and R K. Newton, of the DUE staff, will direct the Institute.

November 16. Dean R. B. Browne will extend the welcome to paticipants in the annual meeting of the Illinois Dairy Plant Quality and Efficiency Improvement Association which is to be held at the Illini Union Building on the Urbana campus.

DAIRY LABORATORY CONTROL CONFERENCE

The Dairy Laboratory Control Conference was conducted in Urbana on October 31 and November 1.

This was the first of the seven Dairy Technology Conferences which will be held intermittently throughout the school year.

The next one in the series, entitled, "Conference on Soft Cheese - Cottage, Cream and Baker's", will be held on the campus November 14-15.

These conferences are being conducted by the Department of Food Technology in cooperation with the College of Veterinary Medicine, the Illinois State Department of Public Health, and the DUE.

VITAMINS TO US

Among our recent letters which express appreciation for the work being conducted by the University through its extension program is one from the American National Red Cross, Midwestern Area, St Louis, Missouri. We think you will be interested in its message; therefore the body of the letter is quoted below:

> "Because of our annual fall staff conference and numerous other urgent demands of my time after my return from the field, I have not until now had an opportunity to express the appreciation of this department for your excellent services in the recent Illinois Junior Red Cross Leadership Conference. Dr. Richards, Mr. Jackson, and I all felt it was a decidedly successful undertaking. We of course were particularly impressed by such things as the surroundings and the facilities, food, the well balanced representation from different segments of Red Cross and education, and the very fine manner in which all arrangements were made by your office. We feel that the University, through you, could not have improved upon the assistance given and cooperation shown the American Junior Red Cross in Illinois and the Midwestern Area. We shall certainly look forward to a continuance of this fine relationship.

Attached you will find a copy of Miss Gernes' report of the conference."

The DUE treasures its increasing number of letters like this one because they are vitamins to us.

DISTINGUISHED LECTURER ADDRESSED CLASS

Dr. Cyril Bibby of London, England, lectured to the Decatur class in Education E449 on Monday, October 23. His topic was "Philosophy and General Principles of Family Life Education".

The instructor, Miss Letitia Walsh, reports that he also discussed, with the group, specific techniques as they are used in English education in this area.

CHEMICAL WORKERS EDUCATION CONFERENCE

Herman Erickson of ILIR and DUE is completing the program for a Chemical Workers Education Conference to be held at Navy Pier, Chicago, November 18-19.

District Council No. 7 of the United Gas, Coke and Chemical Workers of the CIO are participating in the arrangements.

Appearing on the program are W. Ellison Chalmers, Phillips L. Garman, and Herman Erickson, all of ILIR.

LOCAL REAL ESTATE BOARD FORMS CLASS

A course entitled Refresher Course for Real Estate Brokers and Salesmen is being offered to the members of the Champaign County Real Estate Board.

Eight evening sessions beginning October 24 and extending through March 6 are to be held in the north dining room of the Inman Hotel.

The subjects to be covered are: Salesmanship, Business Letter Writing, Advertising, Telephone Courtesy, and Office Records and Procedure.

The first meeting was held on October 24 with an initial registration of twenty members. Robert G Seymour, Instructor in Marketing and Assistant to the Director of Business Management Service, gave the first lecture on Salesmanship.

In the absence of W. W. Krumsiek, the registration was taken by C. D. McMurry.

HERE AND THERE

Tom Richardson represented the University of Illinois and the Illinois Music Educators' Association in a recent meeting at Minneapolis, Minnesota.

– – – – – – – – – –

Maurice F. Shadley, Coordinator of Music Services at Indiana University, spent the day of October 17 visiting with the staff of Music Extension.

– – – – – – – – – –

Miss Letitia Walsh who is teaching a Decatur class will be in St. Paul Minnesota, on November 3 to address the Minnesota State Home Economics Association. Her subject will be "The Application of Recent Research to the Teaching of Family Living".

Paul Painter recently served as discussion leader on Illinois Education Association programs recently in Champaign and Springfield.

– – – – – – – – – –

Tom Richardson will speak before two groups of music educators in Indiana during the month of November concerning the proposed North Central Association's Recommendation to discontinue Music, Speech, and Art Contests.

– – – – – – – – – –

Professor Kenneth B. Henderson, College of Education, and Mr Daymond J. Aiken, Head of Department of Mathematics of Lockport High School, Illinois, are co-authors of a new ninth-grade Algebra text, entitled "Algebra - Its Big Ideas and Basic Skills", published by Harper and Brothers.

– – – – – – – – – –

Mr. and Mrs. Robert Schaefer of the Music Extension section became the parents of Jane Ann on October 10. The Schaefers have one other child, Mary, age three.

– – – – – – – – – –

Gilbert R. Waller demonstrated string class pedagogy with high school students in Mt. Vernon and Jacksonville within the last month.

– – – – – – – – – –

ILLINOIS BANKERS CONFERENCE

A postwar high in attendance and interest was attained by the Illinois Bankers Conference of 1950. Registration reached 272, including speakers - well over double the record of 1949.

Short, pointed talks on "What's New in Agriculture" and "What's New in Bank Management" featured this year's meetings. Packing 18 speakers into a $1\frac{1}{2}$-day program maintained a high level of attention from start to finish. The College of Agriculture was host to 125-150 bankers for a three-hour tour of the University's farm installations on the first morning of the Conference.

Speakers for the three meal sessions were Alvin T. Anderson, College of Agriculture; Allan B. Kline, President, American Farm Bureau Federation; and John K. Langum, Vice President, Federal Reserve Bank of Chicago.

Program and arrangements were under the leadership of Earl P. Strong and H. C. M. Case. R K. Newton and his crew of DUE personnel handled registration and the omni-present host of details that accompany such a meeting.

SCHEDULED EXTENSION COURSES FOR FIRST SEMESTER

Third Supplement to Vol. III, No. 1, September 20, 1950

Code Number	Subject	Credit Status	Beginning Date	Ending Date	Instructor
		BLOOMINGTON			
NC-5	Office Practices	N[1]	10-20-50	12-15-50	Nelson
NC-3	Elements of Accountacy	N	10-10-50	12-19-50	Dickey

1 Noncredit classes

		CHICAGO			
N3-32	Development of Personality for Everyday Adjustment	N	10-5-50	1-25-51	Lipman
U-3-33	Chief English Writers Before 1800	U[2]	10-9-50	2-5-51	Lease
N-3-29	Workshop and Clinic for Supervisors in Business and Industry	N	11-1-50	1-23-51	Humes
U-Oy-63	Problems of Administration in Industrial Education	U	10-2-50	1-29-51	Lambert
U-Oy-64	Teaching Shopwork	U	10-3-50	1-30-51	Lambert
U-Oy-65	Teaching Shopwork	U	10-4-50	1-31-51	Lambert
U-Oy66	Teaching Shopwork	U	10-5-50	2-1-51	Lambert
NL-11	Labor Relations Legislation	N	10-13-50	12-8-50	Erickson
		DANVILLE			
NL-10	Time and Motion Study	N	10-4-50	1-17-51	Tucker
NL-10a	Time and Motion Study	N	10-4-50	1 17-51	Tucker
		GRANITE CITY			
N2-79a	Psychology of Foremanship	N	10-5-50	1-25-51	Gammill
		LITCHFIELD			
N4-92	Principles of Dairy Technology	N	9 20-50	11-8-50	Schnake
		MOLINE			
N5-17	Dairy Route Salesmanship	N	10-26 50	12-21-50	Wales
N5-7	Dairy Route Salesmanship	N	10-26-50	12-21-50	Wales
		PARIS			
N-1-151	Job Analysis	N	10-2-50	11-20-50	Pigage
		URBANA			
N 1-35	Beginning Typing	N	10-17-50	1-3-51	Reed
N-1-27	Beginning Sewing Section II	N	10-19-50	1-19-51	Clawson
N-1-34	Childrens Clothing	N	10-18-50	1-18-51	Clawson

2 Undergraduate credit classes

I Zu2In
Cop.2

NEWS LETTER

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

STERLING CLASSES FORMED

Bob Johnston, DUE field representative in Rockford, writes that two classes have been recently organized at Sterling.

Earl Strong of the College of Commerce, is teaching one course, "Recheck Your Own Business", which is being offered through DUE for the first time. Topics included are: Management Control, Controlling Inventories, Cost Control, Salesmanship, Employee Morale, and Advertising. Bob Walston will be the instructor for two of the meetings.

Earl Wolfe has the other course; "Industrial Relations in Supervision". This class is being well attended by foremen and supervisory personnel of the Sterling and Rock Falls industries.

The Young Adult Committee of the Sterling-Rock Falls Y.M.C.A. has been active in getting these classes organized.

WI-VET PROGRAM

Walt Krumsiek has registered twenty-one Wi-vet classes with a total enrollment of 484.

These classes which have been organized with the assistance of Mrs. Walleah G. McArthur, Director of Welfare for Married Veterans, are as follows: Cooking for Special Occasions, Beginning Sewing I, Beginning Sewing II, Intermediate Sewing, Women's Tailoring I, Women's Tailoring II, Children's Clothing, Sewing (Gifts), Men's and Boy's Tailoring, Beginning Typing I, Beginning Typing II, Home Decoration, Home Management, Beginning Shorthand, Beginning Painting, Advanced Painting, Handicraft I, Handicraft II, Slip Covers and Draperies, Swimming I, and Swimming II.

THE LIBRARY OF THE
DEC 8 1950
UNIVERSITY OF ILLINOIS

CALENDAR OF EVENTS

November 17 - Dean Browne will speak on "University Extension" at the State Chamber of Commerce dinner which is to be held at the Urbana-Lincoln Hotel.

November 18-19 - Mr. R. K. Newton of the DUE staff will be in charge of the Chemical Workers Conference which is to be held at Waukegan.

November 24 - Dean Browne will be a luncheon guest of the Northwestern Alumni Association just prior to the Northwestern-Illinois gridiron tilt.

November 27-31 - The DUE and the Institute of Labor and Industrial Relations will jointly conduct the Conference on Public Relations for Labor, which is to be held at Allerton Park.

November 30-December 1 - Lawyers will gather on the Urbana campus for a short course on Legal Problems in Small Business Organization, which is being presented by the DUE and the College of Law.

December 1 - The State Department of Public Welfare and the DUE have developed what they believe to be a fine program for the Conference for Supervising Nurses and Attendants, which is to be held at Robert Allerton Park.

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Milly Weber, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
James Brash, Duplicator

PAINTER SERVES AS CONDUCTOR

Paul Painter, Music Extension, served as guest conductor for the Nebraska All-State High School Band at Scotts Bluff, Nebraska, on November 17-18.

SECOND ANNUAL LABOR CONFERENCE

The Second Annual Conference for Central Labor Unions of Illinois will be held at Robert Allerton Park on December 5-6.

James A. Brownlow, President of National Metal Trades Council-AFL, will speak on the subject, "What Will War-time Controls Mean for the Labor Movement?" W. Ellison Chalmers, Director of ILIR, will make the opening address.

Last year the conference was attended by about fifty representatives of central labor bodies. Cooperating agencies are the Illinois State Federation of Labor, the ILIR, and the DUE.

ALL-STATE MUSIC ACTIVITY

The Third Annual Illinois All-State Music Activity will be held on campus November 24-25. Clinics and workshops designed to meet the needs of public school music teachers will compose the core of the program.

The three All-State High School Music organizations - Chorus, Band, and Orchestra - will have an over-all membership of 715 students. Conductors chosen for these groups are: Maynard Klein, Chorus; Lewis G. Wersen, Band; and Joseph E. Skornicka, Orchestra.

Elementary school music teachers will have the good fortune to have Miss Lilla Belle Pitts of Columbia University to serve as clinician for the special sessions designed to be of direct aid to classroom teachers of music. There will be an All-State Elementary Sixth Grade Chorus of approximately 750 voices performing under the direction of Miss Beulah Zander of Elmwood Park, Illinois.

This activity is being made possible through cooperative efforts of the School of Music, the DUE Music Extension, and the Illinois Music Educators Association.

NATIONAL SAFETY CONFERENCE

George W. Harper, Associate Professor of Safety in the DUE, will preside as chairman of the Section which will concentrate on the Safety in the College Community at the National Conference on Safety Education which will be held in Cincinnati, Ohio, November 19, 20, and 21. Five other sections will also be in session most of the time during the Conference. These six groups plan to join in one or more general sessions on the last day in order to permit others in attendance to benefit from the work completed by the respective groups.

Reports from the National Office indicate that in excess of one hundred colleges and universities will be represented at this Conference. More than sixty consultants from many different fields of activity will also attend.

This Conference is being planned and conducted under the auspices of the National Education Association.

WOLFE VISITS EASTERN STATES

Earl C. Wolfe of ILIR was in New York and Pennsylvania for a series of national committee meetings of the YMCA, November 9-12.

Two of the meetings were held in New York City and three others at Buck Hill Falls, Pennsylvania. The purpose of the meetings was to determine the extent of the YMCA world program in 1951.

HERE AND THERE

Public Relations for Labor was the topic for a one-day conference for all unions of Lake County in Waukegan on November 14. W. Ellison Chalmers, Phillips L. Garman, John Brumm and Dorothy Dowell, all of ILIR, appeared on the program.

– – – – – – – – – –

H. C. Rountree, Dean of Community College and Technical Institute at Temple University, Philadelphia, was calling on local friends Friday and Saturday. Mr. Rountree was formerly in charge of DUE extramural classes.

– – – – – – – – – –

Walt Krumsiek, drove one of two groups of Japanese officials who are on the campus studying features of democratic government, to Springfield on Tuesday. They were joined by Walt Brown, field representative in Springfield, who conducted them on a visit to Governor Stevenson and other officials of the State Capitol.

– – – – – – – – – –

Thomas S. Richardson, Music Extension, spoke before a group of Northern Indiana music educators at La Porte, Indiana, November 17.

– – – – – – – – – –

Homer Gammill addressed the Illinois Dietetic Association, November 3, at its annual meeting in Springfield. Homer spoke on the subject, "Psychological Factors in Employee Training."

– – – – – – – – – –

Coach Harry Combes was a speaker at the dedication of a new gymnasium at Auburn on Tuesday night. Walt Krumsiek drove him down, and it is understood that he gave Harry a very good introduction. Walt was principal of the high school previous to his employment here in the DUE.

– – – – – – – – – –

Professor Walter V. Kaulfus will lecture at Peoria before the Peoria County Teachers Institute on November 20-21. Titles of his two addresses are: "Accent on Unity" and "What Is A Good Language Arts Program?"

– – – – – – – – – –

SCHEDULED EXTENSION COURSES FOR FIRST SEMESTER
Fourth Supplement to Vol. III, No. 1, September 20, 1950

Code Number	Subject	Credit Status	Beginning Date	Ending Date	Instructor
		BLOOMINGTON			
N-4-15	Gerontology, Aging and Preparing for Advanced Years	N[1]	10-31-50	12-19-50	R. L. Peterson
		LASALLE			
N-5-16	General Discussions of topics related to "How Can the Union Sell Itself to the Public?"	N	11-8-50	1-3-51	John Brumm
		MOLINE			
N-5-18	Grievance Handling	N	11-13-50	1-15-51	Herman Erickso
		PEORIA			
NL-20	Collective Bargaining and Grievance Procedure	N	11-1-50	3-28-51	P. L. Garman
		STERLING			
N-5-19	Recheck Your Business	N	10-30-50	12-4-50	Earl Strong & R. L. Walston
NL-18	Industrial Relations in Supervision	N	10-30-50	12-11-50	Earl Wolfe

1 Non Credit

C
IZu2In
Cop.2
Ill. Coll

NEWS LETTER

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

VAS OFFERS A NEW CHRISTMAS FILM

When calling on the Visual Aids Service the first week in November, a representative of Coronet Films brought along an advance copy of a delightful new Christmas color film entitled,"The Littlest Angel". The film is only thirteen minutes in length and is to be released soon.

Within four hours after this film was screened, Max Paris, Commercial Artist, and John Baskin, Junior Office Appliance Operator,turned out an attractive three-color announcement of this film.The announcements were in the mail that same afternoon.As a result of this quick publicity,eighteen school systems in Illinois are enjoying the film during the pre-Christmas season.

Incidentally,VAS has a copy reserved for local use. It would be most appropriate for showing at Christmas parties.

TESTING PROGRAM IN CHICAGO

Tunis Dekker and Gerald Carter administered vocational tests to extension students in Chicago on November 20 and 21. The attendance was good both nights.

In about three weeks the test results will be discussed with all students who wrote on the tests.

Plans are being made to administer tests to students in Bob Johnston's Rockford territory near the middle of December.

OSBORNE HAS CAR ACCIDENT

We very much regret to hear that Bob Osborne, DUE field representative of the East St. Louis area, has had the misfortune of being injured in an automobile accident.He came out with a broken right wrist and an injured knee.

Bob and his automobile will require a few days for convalescence; then we hope they will be moving around again at their normally lively pace.

CALENDAR OF EVENTS

December 4 - Dean Browne will be in Milwaukee, Wisconsin to address the Civil War Round Table.

December 5 - 6 - Mr. Phillips L. Garman of the Institute of Labor and Industrial Relations will be in educational charge of the second annual Central Labor Union Activities, which is to be held at Allerton Park.

December 5 - 10 - Dean Browne will be in Chicago attending the joint meeting of Faculty Representatives and Athletic Directors of the Intercollegiate Conference which is to be held at the LaSalle Hotel.

December 12 - 15-The Illinois Association of Nursing Homes,the Department of Public Health and DUE will cooperate in offering the Institute for Nursing Home Proprietors. Dr. G.C. Carter of the DUE staff will be in charge, and Dean Browne will give the welcome.

Volume III Urbana, Illinois, December 1, 1950 Number 6

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Janiece Hatcher, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
James Brash, Duplicator

DEKKER SPEAKS

Tunis Dekker recently appeared before a meeting of the Chicago "Men Over Forty Club", to tell the members something about the DUE extension course in the field of Gerontology.

FILM EVALUATION COMMITTEE FORMED

The Visual Aids Service now has an advisory group to assist in the screening of films being considered for acquisition. This committee will also assist with the Evaluation Project of the Educational Film Library Association.

The membership of the committee is comprised of the following persons:

Professor Ernest H. Shideler Sociology Department University of Illinois	College Level
Professor William B. Schaffrath Institute of Labor and Industrial Relations	Adult Education
Miss Margaret Henderson Director of Elementary Education Champaign, Illinois	Elementary Education
Mr. John Wagner Hanson Instructor in Education University High School	Secondary Education
Miss Lenna Schwabe Audio-Visual Director, Librarian Urbana High School	Public Schools - Elementary and Secondary
Mr. Lewis V. Peterson Visual Communications University of Illinois	Specialist
Dr. C. W. Stone Library Science - Mass Communications University of Illinois	Specialist
Professor Kenneth B. Henderson College of Education University of Illinois	Education
Mr. Donald W. Smith Acting Supervisor Visual Aids Service	Specialist

GAGE GOES TO JAPAN

Assistant Professor N. L. Gage, who has been teaching Education E311, Psychology of Learning for Teachers, at Peoria, has left for Japan. He will spend sixty days working with a team of human resources research specialists on Air Force problems.

Mr. Arthur J. Hoehn will take over the instruction of Mr. Gage's Peoria class for the remaining sessions.

COMMUNICATIONS IN INDUSTRY

The ILIR reports that the conference for top management people on Communications With Employees, which was held at Allerton Park on October 26-27 proved highly successful.

Those attending participated actively in an intensive seminar analysis of policy considerations. The attendance was reported with an enrollment of thirteen. Several of the participants have urged the desirability of holding similar small conferences for top policy makers in other aspects of industrial relations.

HERE AND THERE

Dorothy Dowell, ILIR, reports a successful conference on Public Relations for Unions in Waukegan, November 12. Thirty were in attendance. This conference was sponsored by the University of Illinois in cooperation with the AFL Lake County Trades and Labor Council.

- - - - - - - -

The Visual Aids Service has had several distinguished visitors recently. Among them were: Dr. Walter A. Wittich, Director of the Bureau of Visual Instruction, University of Wisconsin; Dr. Norman Woerfel, Ohio State University;and Mr. R. Webster, Motion Picture Service, U. S. Department of Agriculture.

- - - - - - - -

Phil Garman is lecturing on Grievance Handling on the regular monthly meeting programs of the Distillery Worker's Union of the Hiram Walker Company at Peoria.

- - - - - - - -

On December 7, Professor Walter V. Kaulfers will address the English teachers of Indianapolis on the subject "Evangeline Kalbfleisch Teaches English", a sequel to his address to the National Council of Teachers of English in Buffalo last year of which 100,000 copies were distributed by Henry Holt, publisher of Books In Their Courses.

- - - - - - - -

Because of overlapping of three new classes with two old ones, Herman Erickson is having a tough schedule.

His three new classes are Grievance Handling in Moline, Human Relations and Grievance Procedure in Peoria, and Labor Relations Legislation in Chicago.

- - - - - - - -

Don Hoyt of ILIR writes that representatives of the International Association of Public Employment Services have shown enthusiastic response to the recent conference held at Allerton. They have requested Professor Royden Dangerfield of the Institute of Government and Public Affairs to help in working out a one-day conference on Public Relations at Rockford.

- - - - - - - -

Tunis H. Dekker has been appointed as an adult education advisor of the Pan-American Educational Society of Chicago.

His first meeting was at the International House, University of Chicago, which was a workshop on Uruguay for the Ladies Auxiliary of the American Legion.

- - - - - - - -

SCHEDULED EXTENSION COURSES FOR FIRST SEMESTER
Fifth Supplement to Volume III, No. 1, September 20, 1950

Code Number	Subject	Credit Status	Beginning Date	Ending Date	Instructor
		BLOOMINGTON			
U-Oy-67	Teaching Shopwork, Preparation of Instructional Material	U[1]	11-7-50	2-27-51	R. M. Evans
		CHAMPAIGN			
N-Oy-60	Real Estate Brokers Refresher	N[2]	10-24-50	3-6-51	Robert Seymour Francis Weeks Hugh Wales Earl Strong
		CHICAGO			
N-L-23	Collective Bargaining	N	11-16-50	3-8-51	Herman Erickson
		DECATUR			
N-C-8	Chartered Property Casualty Underwriters	N	11-6-50	2-26-51	R. I. Mehr

		DECATUR			
N-L-24	Motion and Time Study	N	11-7-50	3-6-51	L. C. Pigage
N-L-19	Parliamentary Procedure	N	11-9-50	1-11-51	H. E. Gulley
		EAST ST. LOUIS			
N-2-4	Speech	N	10-25-50	2-7-51	King Broadrick
		PEORIA			
N-L-21	Grievance Procedure and Human Relations	N	11-14-50	1-2-51	Herman Erickson

---

1 Undergraduate credit

2 Carry no college credit

IZ u 2 In
Cop. 2

NEWS LETTER

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

JAN. 16 1951

DUE HOLDS CHRISTMAS PARTY

The DUE Christmas party was held in 210 Arcade at 2 p.m. on Thursday, December 21.

The program chairman, Robert Shafer, announced the numbers, the first of which was the singing of two Christmas songs led by Beverly Carter. Following the singing, Don Smith, acting the part of Santa Claus superbly well, appeared upon the scene. After making a few jocular remarks, Santa proceeded with the task of distributing gifts.

After the departure of Santa, the group was entertained with a showing of the film entitled, "The Littlest Angel", which was very much enjoyed by all. Following this, refreshments of punch and cookies were served. All who cared to participate enjoyed some dancing before leaving the party.

The DUE wishes to express its appreciation to the committee in charge, which so successfully laid and carried out plans for the party. This committee was composed of: Robert Shafer, chairman; Carolyn Kurtzrock; Dorothea Saathoff; Marjorie Wiese; Janiece Hatcher; and W. W. Krumsiek.

COUNSELING SERVICE

Gerald Carter was assisted by Walt Krumsiek, Bob Johnston, Walt Brown, Bob Osborne, Homer Gammill, Bill Schaffrath, and Tunis Dekker in interpreting results of vocational tests for DUE students in the Chicago area on December 18-19. Many of the students expressed their appreciation for this counseling service.

Vocational tests were administered in Rockford by Gerald Carter and Bob Johnston on December 11-12. Plans are being made to offer tests in the East St. Louis area in the near future.

CALENDAR OF EVENTS

January 8 - February 2 - The DUE, in cooperation with the Illinois Lumber and Materials Dealers Association, will again sponsor the Seventh Annual Lumber Dealers Short Course. The 1951 program will be held at Robert Allerton Park.

January 9-10 - The Dairy and Food Technologists and Sanitarians Conference will convene on the Urbana campus. The Illinois Department of Public Health and the following University departments will cooperate in presenting this Conference: DUE, Department of Food Technology, and College of Veterinary Medicine.

January 11-13 - Dean Robert B. Browne will be in Dallas, Texas attending the National Collegiate Athletic Association meeting.

January 17-18 - The Small Homes Council and DUE will cooperate in presenting the Builders and Contractors Short Course, which is to be held on the Urbana Campus.

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Milly Weber, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
James Brash, Duplicator

APPRECIATION

We are grateful to Max Paris, commercial Artist, and John Baskin, Duplicator, both of DUE, for their good work in designing and preparing the cover page in colors for the Christmas issue of the News Letter.

DEAN BROWNE GOES TO CALIFORNIA

In his capacity as University of Illinois representative to the Inter-collegiate Conference of Faculty Representatives (Big Ten), Dean Browne went to Pasadena to attend a meeting of the Pacific Coast and Big Ten Conferences.

While attending this meeting he and Mrs. Browne saw the Rose Bowl football game between Michigan and California.

VITAMINS TO US

Although Mr. Weatherman was most inconsiderate at the time participants were gathering on the campus for the Third Annual All-State Music Activity, the meeting appeared to be the most successful one yet held.

Among the many complimentary expressions received from participants are the following:

> "We had 8 students participating and they all experienced something that, I am sure, they will remember. We also had 23 observers that received very much appreciation from the observation of all the activities. I just want to thank you for making it possible for us to participate in such a fine program. Here's to many more wonderful All-State programs."

> "You are to be congratulated on this year's All-State Music Activity. I thought the guest conductors were excellent this year. Thanks for everything you did for our boys and girls."

> "This is to add my bit to the many fine things said about the superb job in executing the myriad details incident to staging the All-State Music Activity. It was a super piece of work, and we here at East High are grateful to 'you-all' for the many opportunities afforded us. Our appreciation to the great gang at the U. of I. who contributed so much to a very profitable and enjoyable experience."

The DUE is pleased to receive expressions like these on the various phases of our program, because they are vitamins to us for efforts on programs in the future.

VISUAL AIDS AND TURKEYS

Shortly before the holidays, DUE's Visual Aids Service had a visitor carrying a half-gallon fruit jar which contained approximately $130 in small change. His story: "Last year we held a turkey raffle and from the proceeds bought a motion picture machine for our community. This year we repeated the raffle and here is over $125 for film service".

Mrs. Rouse's desk gave the appearance of a table at Monte Carlo as she counted out the small change.

NEW BROADCAST SERIES

Wolfgang Kuhn, Assistant Professor of Music in the School of Music and the DUE, has inaugurated a new radio service as sponsored by the Music Extension Section.

Ten radio stations throughout Illinois have requested permission to rebroadcast the recordings made by the All-State Music organizations in connection with the Third Annual Illinois All-State Music Activity.

State Superintendent of Public Instruction, Vernon L. Nickell recently remarked: "I note that your project of having the All-State program broadcast on several stations proved successful. To me, this is a fine public relations activity which should help interpret this important phase of public school education to the people of the state."

BERGDAHL GOES TO MADISON

Mr. Hal Bergdahl, who has been teaching a DUE class in Salesmanship at Chicago, will be a speaker at the Salesman's Clinic to be held at the University of Wisconsin on January 8.

Bergdahl's subject will be "A Bonus Every Month". A registration of 400 to 500 people is expected for this all-day meeting.

HERE AND THERE

Miss Viola James is being given a leave of absence for the second semester to complete work on her Masters degree in Library Science at the Graduate Library School of the University of Chicago.

– – – – – – – – – –

The T. S. Richardsons became the parents of Deborah Jane on December 4. They have one other child, Tommy, age two. The Richardsons have recently moved from Carle Drive to their new home at 1205 West William in Champaign.

– – – – – – – – – –

Miss Harriett Broom returned on January 3 from a two weeks vacation. She visited with relatives in Chicago and Lawrenceville. She states that the highlight of her trip was seeing "South Pacific".

– – – – – – – – – –

Paul Painter and Tom Richardson of the Music Extension Section, will travel to Indianapolis on January 17 to be guests of the Indiana Music Educators Association at an annual meeting.

- - - - - - - - - -

"Books for Pleasure and Profit", an annotated book list for adults, young people, and children, has recently been circulated by the Agricultural and Home Economics Extension Services. Miss Viola James, DUE instructor in Library Science, compiled this list.

- - - - - - - - - -

Paul Painter and Tom Richardson attended the Steering Committee Meeting of the Illinois Secondary School Curriculum Program in Chicago on January 6.

- - - - - - - - - -

SCHEDULED EXTENSION COURSES FOR FIRST SEMESTER
Seventh Supplement to Volume III, No. 1, September 20, 1950

Code Number	Subject	Credit Status	Beginning Date	Ending Date	Instructor
N-3-44	Labor Legislation - Social and Protective	N[1]	12-29-50	2-16-51	Herman Erickson

1 Carry no college credit.

I Z u 2 In
Cop. 2

NEWS LETTER

THE LIBRARY OF THE
FEB 15 1951
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

FREE INSTRUCTION ON PROJECTOR OPERATION

Don Smith, Acting Supervisor of VAS, calls attention to the fact that any extension worker may learn the operation of audio-visual equipment by simply paying a visit to the Visual Aids Service.

Any who feel the need to refresh their memories on the operation of such machines as the sound motion-picture projector, the sound slide-film projector, or the film strip projector, are also welcome to come in for a lesson.

All may find familiarity with audio-visual equipment helpful in the event of a total defense or war effort.

SHORT COURSE IN RESIDENTIAL CONSTRUCTION

The 6th Annual Short Course in Residential Construction, which was held January 17-18, came up to expectations with an attendance of 195. This Short Course was conducted for contractors and builders by the Small Homes Council, in cooperation with the DUE.

A dinner-evening session was held in the Garden Room of the Urbana-Lincoln Hotel on Wednesday, January 17, with Andrew F. Andrews, Professor of Ceramic Engineering, as toastmaster. Robert B. Taylor, Director of Research, Structural Clay Products Research Foundation, Chicago, was the speaker.

CALENDAR OF EVENTS

January 26-27 - A discussion Leadership Conference will be held at Rockford. The program is being planned by ILIR and DUE staff members.

February 1 - Dean Robert B. Browne will be in Chicago to attend a Citizen's Committee meeting for Legislation for Exceptional Children.

February 2-3 - Lawyers will gather on the Urbana campus for a Title Examination Conference, which is jointly sponsored by DUE and the College of Law. Charles H. Bowman, Assistant Professor of Law, is in educational charge.

February 3 - Dean Browne will be in Chicago to attend an American Library Association meeting. The Trustees Section will convene at the Edgewater Beach Hotel.

February 5-10 - The Lumber Grading Short Course will convene at Robert Allerton Park. This short course is jointly sponsored by Purdue University and the University of Illinois DUE, with the location of the short course alternating between Indiana and Illinois.

February 7-8 - The Food Technology Department and the DUE will conduct the Dairy Plant Fieldmen's Conference on the Urbana campus; E. O. Herreid, Professor of Dairy Technology, is in educational charge. Dean Browne will give the address of welcome.

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Milly Weber, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator

MOMENTOUS OCCASION

The February 3, 1951 commencement exercises at the University of Iowa in Iowa City will be a momentous occasion for Dean and Mrs. Browne. Their youngest son, Mervin Fowler Browne, will receive his Ph.D in Organic Chemistry at these exercises.

SPRING SEMESTER CREDIT COURSES

Printed announcements of the Spring Semester Extramural Credit Courses were mailed during the past week. Forty-two classes are scheduled in sixteen centers scattered throughout the State.

STONE'S CLASS TAKES FIELD TRIP

Walter Stone's East St. Louis class in Audio-Visual Materials and Problems had its second field trip on January 6.

The two places of visitation were Radio Station KWK and the Audio-Visual Education Building, both in St. Louis, Missouri. Paul Arthur Wallhaus, staff announcer and a member of the class, played host and guide at KWK. The group toured the building and had opportunity to observe two broadcasts in progress.

At the Audio-Visual Education Building, which had been opened especially for the class visit, the group was met by Miss Harriet Bick, Assistant. With Miss Bick as guide, the group toured the building and heard a brief talk on the resources and functions of the Audio-Visual Department of the St. Louis Public Schools.

According to Dr. Stone, these field trips not only provide much practical information on Audio-Visual services and resources, but also are illustrative of how the field trip can be used as an educational device.

CONFERENCE FOR ILLINOIS RETAILERS

The Conference for Illinois Retailers got under way as scheduled on January 25.

In the absence of Bob Newton, who was conducting the Lumber Dealers Short Course group on a tour of Peoria plants, Walt Krumsiek was in charge of registration for the DUE. The program was on the subject of Merchandising in a Rearmament Economy.

The conference was conducted by the College of Commerce and Business Administration in cooperation with the following retail trade associations: Illinois Federation of Retail Associations, Chicago Retail Merchants Association, Illinois Fuel Merchants Association, Illinois Lumber and Material Dealers Association, Illinois Pharmaceutical Association, Illinois Retail Hardware Association, and Illinois Retail Jewelers Association.

NEW MATERIALS IN VAS

Beginning with this issue of the News Letter, a brief listing of new films and audio-visual materials and equipment added to the Visual Aids Service will be given. This announcement will be made only on those items of direct interest to DUE personnel in its contacts with community groups or on training programs.

A more complete announcement of new materials is carried in the VAS monthly publication entitled The Lens and Speaker, which will be sent regularly to any group or institution upon request.

The list for this issue is as follows:

Beginning or the End, 33 minutes, sound

Cause for Alarm, 11 minutes, sound (industrial fire safety)

Fundamentals of Public Speaking, 11 minutes, sound

Individual Differences, 22 minutes, sound

Problems of Pupil Adjustment
Part I - Stay In, 22 minutes, sound
Part II - Drop Out, 22 minutes, sound

Using Visual Aids in Training, 11 minutes, sound (made by U.S. Office of Education during World War II)

You Can Beat the A-Bomb, 20 minutes, sound

DAIRY PLANT FIELDMEN'S CONFERENCE

An announcement comes from the office of R. K. Newton, Supervisor of Conferences, concerning a Dairy Plant Fieldmen's Conference to be held February 7-8.

This conference is being conducted by the Department of Food Technology in cooperation with the Department of Dairy Science, the College of Veterinary Medicine and the DUE. Registration and all class sessions will be conducted in the Faculty Lounge of the Illini Union Building.

HARPER ATTENDS CONFERENCE

George W. Harper, Associate Professor of Safety Education, DUE, has just returned from Memphis, Tennessee, where he attended the 23rd annual meeting of the Fire Department Instructors Conference, January 9-12.

He was one of some 900 instructors, fire chiefs, fire marshals, industrial fire protection supervisors and fire equipment manufacturing representatives, from 38 states, plus the District of Columbia and Canada, who joined together in an exchange of ideas and information on fire protection and fire prevention, at a meeting which is considered in fire protection circles as a high point of the year.

This conference is sponsored jointly by the Fire Prevention Department of the Western Actuarial Bureau of Chicago and the Fire Department of Memphis. Harper appeared on the program at one of the sessions.

TITLE EXAMINATION

Bob Newton reports that a short course for practicing lawyers and title examiners will be conducted by the College of Law and the DUE, February 2-3. This course is called Title Examination and is the tenth in a series of short courses for lawyers.

All meetings will be held in Room 300, Altgeld Hall.

CONFERENCE FOR UAW - AFL

"Preparing for Negotiations" was the subject of a conference for UAW-AFL Region 8 representatives held in Decatur on January 4-5.

The various conference sessions were led by W. Ellison Chalmers, Phil Garman, Ralph Bergmann, Herman Erickson, Thelma Fox and Ross Stagner, all of ILIR.

This was the second in a series of conferences conducted by ILIR and DUE for Region 8 representatives. A future conference will deal with the topic, "Negotiating With Employers".

HERE AND THERE

Gerald Carter and Robert Johnston interpreted vocational test results with DUE students in the Rockford District on January 8 and 9.

Announcements of the Test and Counseling Services have been mailed to Extension students in the Southern Illinois District.

– – – – – – – – – –

Dorothy Dowell of ILIR left the University January 13, to join the education staff of the International Association of Machinists in Washington, D.C. While here she was editor of ILIR and instructor in Labor and Industrial Relations and Extension.

– – – – – – – – – –

Par Danforth, Director of Robert Allerton Park, sailed from New York City on a freighter for a vacation in Hawaii. While there he will see Mr. Robert Allerton at Kauaii. He also expects to visit his mother in California and friends in Seattle on the return trip, reaching Allerton Park sometime in March.

– – – – – – – – – –

John Brumm and Emmet McNatt of ILIR participated in a one-day conference on "Health and Welfare Plans in Collective Bargaining" held in Chicago on January 9. Sponsored by the Chicago Federation of Labor, the conference was attended by more than 100 persons from AFL unions throughout the city.

– – – – – – – – – –

Mrs. Nadyne Keeney, Assistant Clerk-Typist of the DUE Correspondence Courses Section, has resigned, to take up duties at home. Mrs. Betty Cain is replacing Nadyne. Mr. Cain is a student, majoring in English Literature.

Lee Pigage began a class in Job Standards at Paris on January 8. This course is for men in the bracket from top management to supervisors, inclusive.

James Brash has left the DUE to enlist in the Army. His services in the Duplicating Section will be missed. Everyone wishes Jim the very best of luck.

Two new classes have been scheduled for Herman Erickson. One class at Waukegan is on steward training for the United Paper Workers - CIO, and is to begin on January 29. The other class at Rockford is on the History of the Labor Movement for the Rockford Federation of Labor and is to begin on February 7.

Miss Peggy Brunner of Pesotum, Illinois has been employed by the DUE to work in the Duplicating Section. Peggy is a graduate of St. Joseph Community High School and was a student nurse at Burnham Hospital for one and one-half years.

SCHEDULED EXTENSION COURSES FOR SECOND SEMESTER

Code Number	Subject	Credit Status	Beginning Date	Ending Date	Instructor
		Bloomington			
N-Oy-71	Teaching Techniques for Trade Extension Teachers	N[1]	1-10-51	1-31-51	R. M. Evans
		Chicago			
N-3-53	Farm Management	N	2-16-51	5-4-51	W. N. Thompson
N-3-36	Plant Sanitation and House-keeping	N	2-7-51	5-23-51	Geo. W. Reinbold
N-3-46	Basic Speech	N	1-30-51	4-24-51	Lawrence W. Olson
N-3-49	Conference Leadership	N	1-29-51	4-23-51	Wayne N. Thompson
N-3-52	Systems of Political Economy	N	1-29-51	5-14-51	Wm. D. Grampp
N-3-35	Conference Leadership	N	2-5-51	5-21-51	Wm. B. Schaffrath

1 carry no college credit.

N-3-48	Salesmanship	N	1-29-51	4-23-51	H. Bergdahl
N-3-34	Techniques of Supervision	N	2-5-51	5-21-51	Gilbey Mehagen
N-3-37	Dairy Technology	N	2-7-51	5-23-51	Geo. W. Reinbold
N-3-39	Merchandising Dairy Products	N	2-6-51	5-22-51	R. L. Walston
N-3-38	Dairy Salesmanship	N	2-6-51	5-22-51	R. L. Walston
N-3-47	Advanced Speech	N	1-30-51	4-24-51	Lawrence W. Olson
N-Oy-72	Educational Methods for Trade Teachers	N	2-2-51	2-6-51	R. M. Evans
N-3-50	Supervisory Workshop II (in Human Relations	N	1-30-51	4-24-51	J. F. Humes
N-3-51	Supervisory Workshop (in Human Relations	N	1-30-51	4-24-51	J. F. Humes
	DeKalb				
A-Oy-76	Agricultural Development and Policies	A[2]	2-15-51	6-7-51	W. N. Thompson
	Granite City				
N-2-7	Economics	N	1-25-51	5-10-51	E. A. Hale
	Moline				
N-5-6	Production Control	N	2-1-51	5-17-51	Everett Laitala
	Robbs, (Dixon Springs Experiment Station)				
U-Oy-75	Beef Production	U[3]	2-17-51	6-2-51	R. J. Webb
	Rockford				
N-5-15	Salesmanship for Real Estate Men	N	1-18-51	3-8-51	Robt. G. Seymour
N-5-26	Insurance Principles & Practices C.P.C.U. Pt. II	N	2-1-51	5-17-51	C. G. Carlyle
N-5-22	Credit Management	N	1-18-51	3-8-51	Begando, Moyer
	Springfield				
N-Oy-80	Teaching Techniques for Trade Extension Teachers	N	1-8-51	2-6-51	R. M. Evans

2 Advanced undergraduate credit or graduate credit.
3 Undergraduate credit

		Urbana			
A-Oy-78	History of Illinois from 1809 to Present	A	2-14-51	5-30-51	R. M. Sutton
A-Oy-79	Library Materials for Adolescents	A	2-12-51	5-28-51	Marie M. Hostetter
N-1-39	Intermediate Typing	N	2-5-51	5-21-51	W. L. Winnett
N-1-40	Intermediate Shorthand	N	2-8-51	5-24-51	G. G. Shafer
N-1-43	The Modern Novel	N	2-7-51	5-23-51	Arthur L. Scott
N-1-48	General Crafts	N	2-8-51	5-24-51	Arthur Pulos
N-1-42	World Affairs	N	2-8-51	5-24-51	Nelson Norman
N-1-38	More Effective Speaking	N	2-8-51	5-24-51	Jack Mills
N-1-45	Fundamental Drawing & Painting	N	2-8-51	5-24-51	J. W. Kennedy
N-1-44	Fundamentals in Drawing & Painting	N	2-5-51	5-21-51	J. W. Kennedy
N-1-41	Photography	N	2-8-51	5-24-51	E. E. Clark
N-1-49	Know Your University	N	2-5-51	5-21-51	To be selected
		Waukegan			
N-3-54	Techniques of Supervision	N	2-13-51	4-3-51	W. B. Schaffrath
N-3-41	Workshop & Clinic in Human Relations for Supervisors	N	2-13-51	5-1-51	W. B. Schaffrath
		Woodstock			
U-Oy-77	Child Psychology	U	2-14-51	5-30-51	R. Eliz. Brown

C
IZu2In
Cop. 2

NEWS LETTER

THE LIBRARY OF THE
FEB 19 1951
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

SHORT COURSE IN CIVIL DEFENSE

The first University of Illinois Short Course in Civil Defense was conducted by the DUE for 85 officers of the Illinois State Highway Police in Springfield during the week of January 29. All accommodations for the Short Course including housing were provided in the Emmerson Building on the State Fair Grounds.

The participating officers were selected from their respective districts to receive training in civil defense practices and to become acquainted with factual information pertaining to effects of an atom bomb attack--mass hysteria, riots and their control--germ warfare, history of Communism and its tactics, and sabotage. Following a discussion on the subject of identifying human bodies after a disaster, (Continued on page 2)

CALENDAR OF EVENTS

February 10-11 - A Conference on Making Union Meetings Effective will be held at Alton. ILIR and DUE are sponsoring this conference.

February 11 - Dean Robert B. Browne will be hooding candidates for advanced degrees at the University of Illinois' February commencement exercises.

February 13-15 - Dr. Earl P. Strong, Director of the Business Management Service, will be in educational charge of the Life Agency Management Institute, which is to be held in Urbana.

February 15 - Dean Browne will be in Chicago attending a meeting of the Governor's Commission for Handicapped Children, which is to be held at the Bismarck Hotel.

February 16-18 - A Conference on Pensions will be held at the Robert Allerton Park. This conference is jointly sponsored by ILIR, BMS and DUE.

February 16 - Dean Browne will be in attendance at the One Hundredth Meeting of The Civil War Round Table, which is to be held at the University Club of Chicago. The speaker on the occasion will be Robert Selph Henry, who has made distinguished contributions to Civil War and American historical literature.

February 20-22 - The 37th Annual Illinois Conference on Highway Engineering will be held on the Urbana campus. Ellis Danner, Associate Professor of Civil Engineering, is in charge.

February 21 - An Office Management Institute will be held in East St. Louis. Mr. Robert T. Osborne, Field Representative for DUE, is in administrative charge.

February 22-25 - Dean Browne will be in Chicago attending a meeting of the Intercollegiate Conference of Faculty Representatives, which will convene at the La Salle Hotel.

Volume III | Urbana, Illinois, February 9, 1951 | Number 10

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Milly Weber, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
Peggy Brunner, Duplicator

NEWS

The News Letter Staff invites DUE personnel to send news for publication in the News Letter. Please address any items to 118 Illini Hall.

SHORT COURSE IN CIVIL DEFENSE (Continued)

a film entitled "The Texas City Disaster" was shown illustrating most vividly the topic of the preceding discussion.

The purpose of this program was to prepare the officers to teach much of the subject matter covered to classes composed of auxilliary police which are now being organized in their respective districts. Approved teaching techniques were skillfully presented by A. E. Florio and L. W. Olson of the University faculty.

Among other University of Illinois members who contributed to the success of this program were: Joe Ewers, J. E. Blaze, R. B. Duffield, J. H. Garland, Ross Stagner, C. H. Bowman, H. A. Grace, G. W. Harper, J. F. Humes, Major R. J. Titley, and G. I. Wallace. Among several other competent lecturers were Harry Berlin, Norman Lee, Herman Nofs, E. H. Warren, and Chief Thomas O'Donnell, all of the State Police Department.

Colonel James C. Crockett, Deputy Director, Illinois Civil Defense Commission of Chicago, opened the program presenting the orientation of the State and Federal programs of Civil Defense. Major Lennox Lohr, Director of the Illinois Civil Defense Commission, delivered the final address on the subject "The Problem is Real". Certificates of successful completion were presented by Dean Robert B. Browne at the conclusion of the program on Friday afternoon.

R. K. Newton with the assistance of Walter V. Brown supervised the planning and conducting of the program. Representatives of Public Safety, Illinois Civil Defense Commission, State Highway Police, State Department of Public Health, and Federal Bureau of Investigation cooperated with the DUE in making this program possible.

VANDALIA CLASS HAS PANEL DISCUSSION

Warren Huffman's Vandalia class in Physical Education E160 - Health Problems of School Children - recently devoted one evening to a panel discussion on the subject of community health resources.

In addition to several class members who served on the panel, outside people were brought in to explain what their organizations were doing to aid in the health of the community, and what help they could render to the school health program. These included the county nurse, county superintendent of schools, and representatives from the Red Cross, Illinois Public Aid Commission, Rotary Club, Illinois Veteran's Commission, and the Legion Auxiliary.

ILLINOIS SCHOOLMASTER'S CLUB MEETS

Stanley Robinson, Gerald Carter and Neil Garvey drove to Bloomington on last Friday night to attend the Illinois Schoolmaster's Club. The meeting was held at Illinois Wesleyan University. Dr. D. W. Morris, President of Southern Illinois University, was the principal speaker on the program.

Membership in this organization is composed of school administrators and teachers in Illinois. Two general meetings are held each year.

EVENING CLASSES FOR NONACADEMIC PERSONNEL

Walt Krumsiek is getting evening classes started this week for Nonacademic Personnel employees.

Pre-registration results indicate that there will be classes in the following: Intermediate Shorthand; Photography; More Effective Speaking; World Affairs; The Modern Novel, 1920 to Present; Fundamentals of Drawing and Painting; General Crafts; and Weaving.

Classes will meet for two hours, one evening per week, for 16 weeks.

TEACHER TRAINING GROUP MEETS HERE

The Teacher Training Group of the Illinois Audio-Visual Association met on campus January 26-27.

Those attending from other educational institutions were: Donald Ingli, Southern Illinois University; Arthur Byrnes, Eastern Illinois State College; Murray L. Miller, Illinois Normal University; O. Gabel, Northern Illinois State College; and A. B. Roberts, Western Illinois State College.

Sydney Alkire, Director of Audio-Visual Education in the Office of the Superintendent of Public Instruction, served as chairman of the discussions. Dean Robert B. Browne gave a talk on the subject, "The Future of Television and Adult Education". The group visited the Visual Aids Service, the Photo Laboratory, and the microfilming project of the University Library. Assisting Don Smith with conference plans were L. V. Peterson and C. W. Stone.

PHYLLIS KESLER WEDS

Phyllis Kesler of the Correspondence Courses Section became the bride of Mr. William Stone on Saturday, February 3.

The wedding took place at 2:30 p.m. in the Mt. Vernon Methodist Church located near Fisher. The girls who work in the Correspondence Courses Section were present at both the wedding and reception. After the reception the bride and groom left for a honeymoon trip in the South.

Mr. Stone is from Pittsfield, Illinois and expects to graduate from the College of Agriculture in June. Mrs. Stone is from Dewey and expects to continue her work with the DUE. They will be at home to their friends in their trailer located at 610 East John Street.

All of us in DUE offer congratulations to Mr. Stone for his excellent choice, and Phyllis has our best wishes for every happiness.

NEW EMPLOYEES OF DUE

Miss Joan Kingma has been employed to fill the vacancy in Mr. Scott York's office caused by the resignation of Miss Janiece Hatcher.

Miss Kingma graduated from Fenger High School, Chicago, and completed one year of college work in Blackburn College, Carlinville. She was previously employed in the Department of Commerce and Business Administration Office on the Navy Pier campus.

SPECIAL CLASS IN BIOLOGICAL SCIENCE

The Division of Biological Sciences of the Chicago Undergraduate Division is planing to conduct a spring semester course in Human Parasitic Protozoa at Navy Pier. The course will be conducted through the DUE in cooperation with the Chicago Area Laboratory Technicians Union, Local 1289.

Mr. Dwight L. Hopkins, Chairman of the Division of Biological Sciences at Navy Pier, a well known protozoologist, will give the lectures. The laboratory will be conducted by Miss Rosamond McMillan, Senior Laboratory Attendant in Biological Sciences and a Clinical Parasitologist of several year's experience.

A course in Advanced Bacteriology was conducted in the same manner last year. Much interest in this field of medicine has been evidenced recently. Many laboratory technicians have welcomed this opportunity to learn of recent scientific developments in this phase of medical science.

WIVES OF VETERANS (WI-VET) CLASSES

Walt Krumsiek and Mrs. Walleah McArthur, Director of Welfare for Married Veterans, are preparing announcements for the registration of "Wi-Vets", to be held in Gregory Hall at 7:30 p.m., Thursday, February 15.

Registrations will be taken for the following classes: Intermediate Sewing; Women's Tailoring; Slip Covers and Draperies; Men's and Boys' Tailoring; Sewing, Beginning I and II; Cooking for Special Occasions; Home Decorations; Home Management I and II; Beginning Shorthand; Beginning Typing; Wood-working; Beginning Painting; Advanced Painting; Children's Clothing; Gym and Swim; and Swimming.

SCHEDULED EXTENSION COURSES FOR SECOND SEMESTER

First Supplement to Volume III, Number 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		Aurora			
N-3-56	Real Estate Fundamentals	N[1]	2-12-51	4-30-51	Fred B. Huebenthal

1 Carry no college credit

		Bloomington			
N-4-21	C.P.C.U. Part Ib, Principles of Insurance	N	2-13-51	5-29-51	R. A. Hedges
		Charleston			
A-Oy-82	Mental Hygiene and the School	A[2]	2-19-51	6-11-51	E. L. Gaier
A-Oy-83	Introduction to Evaluation	A	2-17-51	6-9-51	C. W. Odell
A-Oy-84	Diagnostic and Remedial Progress of the School	G[3]	2-15-51	6-7-51	E. W. Dolch
		Chicago			
A-Oy-85	Social Foundations of Education	A	2-13-51	6-5-51	W. O. Stanley
N-3-58	Conference Leadership	N	1-31-51	5-16-51	J. F. Humes
N-3-66	Refresher Course for Architects	N	1-23-51	3-16-51	T. A. Mucha
N-3-70	Health and Welfare Plans in Collective Bargaining	N	2-6-51	3-13-51	John Brumm
N-3-71	Health and Welfare Plans in Collective Bargaining	N	2-6-51	3-13-51	John Brumm
G-Oy-86	Educational and Vocational Guidance	G	2-13-51	6-5-51	F. H. Finch
G-Oy-87	Fundamentals of Curriculum Development	G	2-13-51	6-5-51	K. B. Henderson
G-Oy-89	The Reading of Young People	G	2-16-51	6-8-51	Marie M. Hostetter
G-Oy-88	Trends and Techniques in Rehabilitation	G	2-13-51	6-5-51	Geo. T. Stafford
N-3-63	Human Relations in Supervision	N	2-14-51	5-30-51	Homer Gammill
N-3-60	Human Relations in Supervision	N	1-31-51	5-16-51	J. F. Humes
N-3-61	Human Relations in Supervision	N	2-8-51	5-24-51	J. F. Humes
N-3-62	Human Relations in Supervision	N	2-6-51	5-22-51	Homer Gammill

2 Advanced undergraduate or graduate credit
3 Graduate credit

		Cicero			
N-3-59	Human Relations in Industry	N	2-7-51	5-23-51	Homer Gammill
		Clearing			
N-3-55	Basic Industrial Safety	N	2-6-51	5-22-51	Geo. Harper
G-Oy-81	Independent Study Building a Curriculum in Family Life Education	G	1-29-51	5-14-51	Letitia Walsh
		East St. Louis			
A-Oy-90	Psychology of Learning for Teachers	A	2-14-51	6-6-51	Glenn M. Blair
G-Oy-92	Educational Administration	G	2-17-51	6-9-51	A. W. Clevenger
N-2-15	Principles of Economics	N	1-25-51	5-10-51	E. A. Hale
G-Oy-91	Advanced Child Development for Students of Education	G	2-14-51	6-6-51	W. E. Martin
		Elgin			
U-Oy-93	Health Problems of School Children	U[4]	2-15-51	6-7-51	Warren J. Huffman
		Ft. Sheridan			
U-3-57	Rhetoric E102	U	1-8-51	3-29-51	Willis Jackman
		Kankakee			
G-Oy-94	Problems in Health Education	G	2-13-51	6-5-51	C. O. Jackson
		LaSalle-Peru			
G-Oy-97	Educational Administration	G	2-13-51	6-5-51	P. Van Miller
G-Oy-96	Advanced Child Development for Students of Education	G	2-14-51	6-6-51	Irving Lazar
A-Oy-95	Psychology of Learning for Teachers	A	2-14-51	6-6-51	Norman Young
N-L-37	Grievance Clinic for Union Officers and Stewards	N	2-14-51	4-4-51	John Brumm
		Lincoln			
U-Oy-98	Science in the Elementary School	U	2-19-51	6-11-51	John Hofer

4 Undergraduate credit

		Moline			
A-Oy-99	Philosophy of Education	A	2-17-51	6-9-51	Foster McMurray
G-Oy-100	Elementary School Core Programs	G	2-15-51	6-7-51	Herbert S. Zim
A-Oy-101	Audio Visual Materials and Problems	A	2-15-51	6-7-51	Donald W. Smith
G-Oy-102	Problems in Health Education	G	2-15-51	6-7-51	Geo. T. Stafford
		Mt. Vernon			
A-Oy-103	Philosophy of Education	A	2-19-51	6-11-51	B. Othanel Smith
G-Oy-104	Elementary School Core Programs	G	2-19-51	6-11-51	E. H. Reeder
A-Oy-105	Audio-Visual Materials and Problems	A	2-14-51	6-6-51	L. V. Peterson
		Pana			
U-Oy-106	Principles of Effective Speaking	U	2-19-51	6-11-51	Raymond E. Nadeau
		Paris			
N-L-25	Job Standards or Work Measurements	N	1-8-51	4-23-51	Lee Pigage
		Peoria			
A-Oy-122	Conservation of Natural Resources	A	2-14-51	6-6-51	W. D. Masters
G-Oy-109	Diagnostic and Remedial Programs of the School	G	2-17-51	6-9-51	R. Stewart Jones
A-Oy-108	Introduction to Evaluation	A	2-17-51	6-9-51	F. G. Cornell
A-Oy-107	Mental Hygiene and the School	A	2-17-51	6-9-51	Susan C. Crain
N-4-17	Technical Report Preparation	N	1-10-51	5-2-51	Lisle A. Rose
		Rockford			
U-Oy-113	Health Problems of School Children	U	2-14-51	6-6-51	Warren J. Huffman
N-5-27	Quality Control and Sampling	N	3-6-51	4-24-51	Edward Varnum
A-Oy-110	Philosophy of Education	A	2-14-51	6-6-51	Kenneth D. Benne

G-Oy-111	Elementary School Core Programs	G	2-17-51	6-9-51	J. H. Shores
A-Oy-112	Audio-Visual Materials and Problems	A	2-17-51	6-9-51	C. W. Stone
N-5-32	Labor History	N	2-7-51	3-28-51	Herman Erickson
		Shelbyville			
U-Oy-114	Health Problems of School Children	U	2-13-51	6-5-51	Warren J. Huffman
		Sparta			
U-Oy-115	Safety Education	U	2-12-51	6-4-51	Warren J. Huffman
		Springfield			
U-Oy-121	Social Factors in Personality	U	2-13-51	6-5-51	Richard Dewey
G-Oy-117	Educational and Vocational Guidance	G	2-14-51	6-6-51	G. F. Anderson
A-Oy-116	Social Foundations of Education	A	2-14-51	6-6-51	Z. G. Barnett
G-Oy-118	Fundamentals of Curriculum Development	G	2-14-51	6-6-51	H. C. Hand
U-Oy-119	Conservation of Natural Resources	U	2-15-51	6-7-51	Wm. D. Masters
U-Oy-120	Metalwork and Jewelry	U	2-15-51	6-7-51	Walter M. Johnson
		Sterling			
N-5-31	Human Relations for Junior Executives	N	2-13-51	4-3-51	Homer Gammill
N-5-29	Retail Salesmanship	N	2-14-51	4-4-51	Don Hay
N-5-30	Retail Salesmanship	N	2-14-51	4-4-51	Don Hay
		Urbana			
N-1-47	Weaving	N	2-7-51	5-23-51	Roy Ginstrom
N-1-46	Leathercraft	N	2-5-51	5-21-51	Roy Ginstrom
N-1-69	Slip Covers and Draperies	N	2-22-51	5-17-51	Eliz. Alexander
N-1-68	Sewing (Beginning II)	N	2-22-51	5-17-51	Helen Clawson

N-1-67	Painting (Advanced)	N	2-22-51	5-3-51	William Collins
N-1-66	Handicraft	N	2-22-51	5-3-51	John Lentz
N-1-65	Gym 'n' Swim	N	2-22-51	5-3-51	Helen Norton
N-1-64	Beginning Typing	N	2-21-51	5-2-51	Mildred Reed
N-1-63	Sewing - Women's Tailoring	N	2-21-51	5-16-51	Eliz. Alexander
N-1-62	Home Management II	N	2-21-51	5-2-51	Lucille Bunn
N-1-61	Sewing (Women's Tailoring)	N	2-20-51	5-15-51	Eliz. Alexander
N-1-60	Beginning Shorthand	N	2-20-51	5-1-51	Mildred Reed
N-1-59	Sewing (Beginning I)	N	2-20-51	5-15-51	Marjorie Brown
N-1-58	Painting (Beginning)	N	2-20-51	5-1-51	Wm. Collins
N-1-57	Home Management I	N	2-20-51	5-1-51	Lucille Bunn
N-1-56	Home Decoration	N	2-20-51	5-1-51	Margaret Harper
N-1-55	Sewing (Men's and Boys' Tailoring)	N	2-23-51	5-18-51	Eliz. Alexander
N-1-54	Woodworking	N	2-19-51	4-30-51	John Lentz
N-1-53	Swimming	N	2-19-51	4-30-51	Helen Norton
N-1-52	Sewing (Children's Clothing)	N	2-19-51	5-14-51	Helen Clawson
N-1-51	Sewing (Intermediate)	N	2-19-51	5-14-51	Eliz. Alexander
N-1-50	Cooking for Special Occasions	N	2-19-51	4-30-51	Nancy E. Hendron
		Waukegan			
N-1-30	Steward Training	N	1-29-51	3-19-51	Herman Erickson

Ill. Coll.
Zu2In
Cop. 2

NEWS LETTER

THE LIBRARY OF THE
MAR 2 1951
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS—DIVISION OF UNIVERSITY EXTENSION

HIGHWAY ENGINEERING CONFERENCE

The Thirty-Seventh Annual Illinois Highway Engineering Conference was held in the Illini Union Building February 20-22. There were 365 persons enrolled. General sessions were held in the Illini Union Ballroom during each morning. Group meetings and panel discussions were held in various locations in the Illini Union during the afternoons.

The Conference was jointly planned and conducted by the University's Department of Civil Engineering, Illinois Division of Highways, and Illinois Association of County Superintendents of Highways; under the auspices of the Division of University Extension.

Among the speakers were: Fred E. Swineford, Engineer-Director, Macadam Pavements, Inc., Columbus, Ohio; Albert T. Bleck, Construction Engineer, State Highway Commission of Wisconsin, Madison; Max P. Brokaw, Regional Highway Engineer, Portland Cement Association, Chicago; Blair Birdsall, Assistant Chief Engineer, Bridge Division; John A. Roeblings Sons Company, Trenton, New Jersey; Fred Burggraf, Associate Director, Highway Research Board, Washington, D.C.; Charles P. Casey, Director, Department of Public Works and Buildings, Springfield; C. M. Nelson, Editor, Better Roads Magazine, Chicago; Virgil E. Gunlock, Commissioner of Subways and Superhighways, Chicago; Edward Lindsay, Editor, Lindsay-Schaub Newspapers, Decatur; G. P. St. Clair, Chief, Financial and Administrative Research Branch, U. S. Bureau of Public Roads, Washington, D.C.; E. G. Hanson, Executive Director, Illinois Municipal Retirement Fund, Chicago.

The program emphasized macadam construction by machine methods; soil cement and concrete surfaces; patching concrete surfaces; asphalt and soil stabilization of gravel and crushed stone roads; design, construction and maintenance of street and highway lighting; and research findings on Illinois highway projects.

Members of the Conference Planning Committee were: R. K. Newton, DUE Supervisor (Continued on page 2)

CALENDAR OF EVENTS

February 22-25-The Faculty Representatives of the Intercollegiate Conference will convene at the La Salle Hotel in Chicago. Dean Robert B. Browne, the Faculty Representative for the University of Illinois, will be in attendance.

March 6-7-The Milk Plant Operators Conference will be held on the Urbana campus. The Department of Food Technology and DUE are jointly sponsoring this Conference. Paul H. Tracy, Professor of Dairy Technology is in educational charge.

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Mardy Hallett, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
(Miss) Peggy Brunner, Duplicator

NEWS

The News Letter Staff invites DUE personnel to send news for publication in the News Letter. Please address any items to 118 Illini Hall.

HIGHWAY ENGINEERING CONFERENCE (Continued)

of Conferences; Wm. S. Pollard, Jr., Instructor of Civil Engineering, University of Illinois; D. S. Magowan, Assistant to the Chief Highway Engineer, Illinois Division of Highways; R. F. Fisher, County Superintendent of Highways, Champaign County; and John T. Kearns, City Engineer, Champaign.

CREDIT COURSES OFFERED AT CHANUTE AFB

Arrangements have been made to conduct ten classes at Chanute Air Force Base for military personnel this semester.

The program, known as "Operation Bootstraps", enables qualified personnel to pursue the completion of requirements for a college degree if they desire to. A smaller number of courses carrying college credit were conducted in this program on the campus last semester. In an attempt to accommodate a larger number of soldiers, classes are being conducted on the Base this semester.

The classes and instructors are as follows: Accountancy E101, James M. Carrithers; Sociology E104, R. W. Janes; Mathematics E111, Joseph W. Hornback and Robert W. Sloan; Speech E101, H. E. Gulley; Psychology E100, Edwin D. Levin; Rhetoric E101, George S. Conkin and J. D. Bailey; Psychology E135, G. G. Besnard; History E111, Nelson F. Norman and Robert M. Sutton.

NEW EMPLOYEES OF DUE

Miss May Messman has been employed as a Junior-Clerk Typist in the Music Extension Section. Miss Messman is a graduate of the Champaign High School and of the University of Illinois, having received her Masters degree in Music this month. She was a graduate assistant, teaching organ in the School of Music during last semester.

Mrs. Iola (Mardy) Hallett is a new staff member in the Correspondence Courses Section. Mrs. Hallett graduated from Woodstock Community High School and has completed five semesters' work in the U. of I. English is her major subject-matter interest. Her husband, Edward, is a senior in the University. His major is in Economics.

Mrs. Mary Fulk has also been employed in the Corre- (Continued on page 3)

spondence Courses Section to fill the vacancy caused by the resignation of Mrs. June Bergquist. Mrs. Fulk is a graduate of Ingraham High School which is located south of Effingham. Her husband, Lloyd, is employed by the Owens Oil Company in Champaign.

CARLYLE LEAVES FOR ARMY

Mr. C. G. Carlyle, who has been teaching classes in a Chartered Property Casualty Underwriters' Course at Rockford and Bloomington, has left the employ of the University to become an officer at Chanute Field with the rank of Captain.

Bob Hedges, Assistant in Economics, has taken over the class at Rockford, in addition to the one he is teaching in Bloomington.

SCHAFFRATH APPEARS ON PROGRAMS

Bill Schaffrath, Assistant Professor of Labor and Industrial Relations, addressed members of a conference for Union personnel which was held at the Industrial Relations Center of the University of Minnesota on February 6-7. Bill spoke on the topic, "Developing Union Information Programs".

Bill is also scheduled to appear on the program of the American Federation of State, County and Municipal Employees Union president's meeting at Springfield, February 24.

HERE AND THERE

A description of Visual Aids Service program was broadcast over the University's Broadcasting Station, WILL, the 4th of February. Don Smith, Acting Supervisor, who described the program including the early development and growth of the film library, reports receiving letters from listeners as far away as Evanston.

- - - - - - - - - - -

Earl C. Wolfe gave the main address at the Third Annual Conference for the Illinois Area Y.M.C.A. Young Adults held in Chicago on February 11. His subject was "Young Adults in Christian Leadership Today."

- - - - - - - - - - -

Don Smith gave a visual aids demonstration before a luncheon meeting of the Rural Pastors' Conference during the Farm and Home Week activities which were held on the campus February 5-10. His demonstration included a showing of the color strip film entitled "The Life of Christ".

SCHEDULED EXTENSION COURSES FOR SECOND SEMESTER
Second Supplement to Volume III, No. 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		BLOOMINGTON			
N-C-6	Records Management	N[1]	2-27-51	4-17-51	Earl P. Strong
		CHANUTE			
U-Oy-124	Principles of Effective Speaking	U[2]	2-19-51	6-4-51	H. E. Gulley
U-Oy-125	Rhetoric and Composition	U	2-15-51	6-7-51	J. D. Bailey
U-Oy-126	Introduction to Psychology	U	2-14-51	6-6-51	Edwin D. Levin
U-Oy-127	Rhetoric and Composition	U	2-15-51	6-7-51	Geo. C. Conkin
U-Oy-128	Algebra	U	2-13-51	6-5-51	Joseph H. Hornbeck
U-Oy-129	Algebra	U	2-13-51	6-5-51	Robert W. Sloan
U-Oy-130	Principles of Accounting	U	2-14-51	6-6-51	James M. Carrithers
U-Oy-131	Modern European History	U	2-21-51	6-6-51	Nelson F. Norman and Robt. M. Sutton
U-Oy-132	Community and Society	U	2-13-51	6-7-51	R. W. Janes
U-Oy-133	Statistical Methods in Psychology	U	2-13-51	6-5-51	Guy G. Besnard
		CHICAGO			
U-3-78	Human Protozoa	U	2-19-51	6-6-51	Dwight Hopkins and Rosamond McMillin
N-3-40	Structural Engineering Refresher	N	1-8-51	3-1-51	T. A. Mucha, G.A. Kenedy and Frank S. Wolosewick
N-3-75	Beginning Speech	N	2-12-51	5-28-51	Carl A. Pitt
N-3-74	Advanced Speech	N	2-20-51	6-5-51	A. Edyvean

1 Carries no college credit
2 Undergraduate credit

N-3-73	Philosophy	N	2-15-51	5-31-51	Daniel J. Morris
		DANVILLE			
U-Oy-123	Child Psychology	U	2-13-51	6-5-51	S. S. Dubin
		ELMHURST			
N-3-77	Applied Water Works Calculations	N	2-9-51	5-25-51	J.C. Chaderton
		OTTAWA			
N-L-40	Grievance Clinic for Union Officers	N	3-9-51	4-27-51	John Brumm
N-L-34	Morale Building in Emergency Production	N	2-19-51	4-9-51	Earl Wolfe

Zu2 In
p. 2

NEWS LETTER

UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

FIRE DESTROYS BASKIN'S TRAILER

The DUE was sorry to learn of the misfortune befalling John Baskin of the Duplicating Unit on Tuesday, February 20. John's trailer home, located at 160 North Vine, Urbana, was destroyed by fire.

John was working at the Litho-Craft Printers in downtown Champaign at the time of the fire. Luckily, one of the neighbors was able to help Mrs. Baskin get the children, John Robert and Judith, to safety without injury. Apparently the high winds would not permit the waste gases to escape through the chimney which resulted in an explosion and fire. The trailer was reduced to a shell in about ten minutes.

John carried insurance on the trailer but none on the contents. Mrs. Baskin and the children spent some time visiting with her parents and grandparents while John was arranging to get another trailer. The family is now reestablished at the same address.

OFFICE MANAGEMENT INSTITUTE

Forty-seven office managers met on February 21 at the Hotel Broadview in East St. Louis for a one-day Office Management Institute, the third of a series being held in the State of Illinois.

The Institute, designed to help office managers in this period of rearmament economy, attracted men and women from twenty-nine companies in Illinois and Missouri. The all-day meet was conducted through the Division of University Extension in cooperation with the National Office Management Association and the National Association of Cost Accountants. (Continued on page 2)

CALENDAR OF EVENTS

March 13-14-The Fourth Annual Institute of Industrial Safety Institute will convene on the Urbana campus. George W. Harper, Associate Professor of Safety Education in the Division of University Extension, is in educational charge.

March 16-The monthly staff meeting of the Division of University Extension will take place in Dean Robert B. Browne's office.

March 19-23-Robert I. Mehr, Associate Professor of Economics, will conduct the Insurance Short Course, Part I, which is to be held at Robert Allerton Park.

March 19-23-A Short Course for Water Works Operators is to be held on the Urbana campus, with Professor Harold E. Babbitt in charge.

March 19-Dean Robert B. Browne will be in Springfield to attend a meeting of the Teachers Examining Board.

Volume III Urbana, Illinois, March 9, 1951 Number 12

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Mardy Hallett, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
(Miss) Peggy Brunner, Duplicator

APPRECIATION

We wish to thank all members of the DUE for the gifts received while we were trying to get reestablished after the destruction of our property and household goods by fire.

John and Frances Baskin

OFFICE MANAGEMENT INSTITUTE (Continued)

S.L. Hertling, Chief Industrial Engineer for the Aluminum Ore Company spoke on "Better Methods and Procedures," stressing the improved flow of paper, the use of forms, and forms and record control. Frank Burke, Plant Auditor of the American Zinc Company, spoke on the effective utilization of office personnel. He gave information on personnel interviewing, testing, placement, and job orientation.

Other speakers were: Earl P. Strong, Director of Business Management Service; R. L. Peterson, Assistant to the Director of BMS; and Fred Karches, Director of Operations at Rice-Stix of St. Louis.

DUE UNIVERSITY CAR TRAVEL

Since the locations of DUE extramural classes are statewide, much use is made of the cars in the Physical Plant Pool.

Harold Haugaard, Routing Supervisor of the Physical Plant, receives and fills requests for the use of University cars in the Physical Plant Pool. This pool has available a fleet of 24 cars for out-of-town trips, and additional cars are borrowed from the College of Agriculture Pool when needed. Types of cars which can be supplied are: Ford, Chevrolet, Plymouth, and Studebaker. Additional types for conveying as many as eight passengers are: Desoto Town Sedan, Chevrolet Carry-All, and Ford Station Wagon.

Mr. Haugaard reports that during the month of January, 147 of a total of 480 trips were made by the DUE. These 147 trips consisted of 101 one-day, 36 two-day, and 10 three (or more)-day trips.

ILIR CLASSES AT LA SALLE

John Brumm and Herman Erickson of the ILIR have begun classes at La Salle in a course on "Grievance Clinics for Union Officers and Stewards."

The class of John Brumm began on February 14 and is being held with the cooperation of the locals of the United Steel Workers. Herman Erickson's classes were begun on March 9 with the cooperation of the CIO Industrial Union Council. One section is held in the morning and one in the evening, so that all who are interested may attend.

This course deals with the duties and problems of officers and stewards in the union locals and is eight weeks in length.

V.A.S. HAS VISITOR

Mr. L.A. Pinkney, Director of Audio-Visual Education in the Kansas City (Missouri) Public Schools, was a recent visitor of the Visual Aids Service of the DUE. Mr. Pinkney was on his return trip from Atlantic City where he had been attending meetings of the National Education Association.

Mr. Pinkney commented very favorably on the film presented at the Atlantic City Meetings by Dr. E. H. Mellon, Superintendent of Champaign Public Schools. The Visual Aids Service assisted in the editing of this film which has gained national interest in its showing of the education of handicapped children in the Champaign Schools.

CONFERENCE ON PENSIONS

In the first meeting of its kind, thirty experts from unions, management, and "public" groups met to analyze the "Wartime and Long Range Issues in Collective Bargaining for Pensions." The conference was conducted at Allerton Park by ILIR, BMS, and DUE on February 16-18.

The specialists centered their discussions on the significance of pensions as an answer to the problem of old age in industry, the place of industrial pensions in the national economy and in relation to a total security program, and the importance of actuarial soundness. In addition, the discussion touched upon a wide variety of problems involved in planning, financing, and administering the pension programs which have been established by union-management collective bargaining. Wartime problems of taxations, mobility of labor, extension of coverage and reserves and investments as they affect pensions, were also considered.

HUFFMAN WANTS A NASH

Warren J. Huffman was returning from teaching his classes in Sparta and Shelbyville on Tuesday night, February 20, when flood water over the pavement became so deep that he stopped and spent the remainder of the night in his car waiting for the water to recede.

When he was able to proceed he came upon a trailer truck jack-knifed across the road so that he had to make a detour. Upon arriving in Champaign, Warren wanted to know if there was a University Car available that would make down into a bed.

NEW DUE EMPLOYEE

Mrs. Pat Bunting has been employed in the Correspondence Courses Section of the DUE as an assistant clerk-typist.

Pat began her duties with the DUE on February 26. She is a graduate of the Varna Township High School. Her husband, Charles, is a junior in the College of Liberal Arts and Sciences with a major in Chemistry.

Before coming to the DUE, Pat was a bookkeeper for two years with the L. H. Brown Company of Varna.

CONFERENCE AT EAST ALTON

"Making Union Meetings Effective" was the title of an educational conference conducted in East Alton by ILIR, the Department of Speech, and DUE on February 10-11.

About 120 officers from the local lodges of the International Association of Machinists in the St. Louis area attended. John Brumm of ILIR chaired the last session on "Getting Participation in Union Activities." William McPherson, also of ILIR, was the main speaker at a dinner session. The conference members held mock meetings, saw a film strip, heard speeches, and took part in discussions on how to make union meetings "click."

Others participating were Phillips Garman of ILIR, Richard Murphy and Halbert Gulley, both from the Department of Speech.

MISS HOSTETTER APPEARS ON PROGRAM

At the February meeting of the Ogden (Illinois) Women's Club, Miss Marie M. Hostetter, Assistant Professor of Library Science, spoke on "Internationalism Through Books for Youth and Young Adults." The recently published book, Partners: The United Nations and Youth, by Eleanor Roosevelt and Helen Ferris (Doubleday, 1950), became the center of discussion.

Miss Hostetter is now teaching Library Science E404 in Chicago. She has just been awarded a gift membership in two school library associations of Chicago from friends in the Library Division, Chicago Board of Education. At one of the library association meetings, she recently heard the author, Miss Helen Ferris, discuss the writing of Partners, the dramatic story of human relations in the great partnership of youth and its United Nations.

HERE AND THERE

Walt Krumsiek and R.L. Peterson were in Charleston on Friday, March 2, to confer with the Chamber of Commerce. As a result of this trip, arrangements have been made to hold a course of eight weeks in Retail Sales to be taught by R. L. Peterson.

- - - - - - - - -

Teaching Secondary English, by John J. De Boer, Walter V. Kaulfers, and Helen Rand Miller, will be off the McGraw-Hill presses April 1, as an important addition to the McGraw-Hill Series in Education. Dr. Kaulfers' previous contributions to the series, Modern Languages for Modern Schools, Foreign Languages and Cultures in American Education, and English for Social Living, all were ranked among the best books of the year by the American Library Association and the National Education Association.

SCHEDULED EXTENSION COURSES FOR SECOND SEMESTER
Third Supplement to Volume III, No. 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		CARBONDALE			
N-2-14	Land Surveying Refresher Course	N[1]	2-26-51	6-11-51	C.S. Danner
N-2-17	Professional Engineering Refresher Course	N	2-26-51	5-7-51	Geo. R. Carter and F. Ralph Kenyon
		CHANUTE			
N-Oy-135	Refresher in Mathematics	N	2-26-51	6-4-51	R.W. Straw
		DANVILLE			
NC-21	Traffic Management	N	3-13-51	5-1-51	Robert D. Pashek
		EAST ST. LOUIS			
N2-16	Elementary Speech	N	2-21-51	5-30-51	King Broadrick
N2-3	Business and Professional Speaking	N	2-21-51	5-30-51	King Broadrick
		KANKAKEE			
N-1-70	Tool Engineering	N	2-15-51	5-31-51	L.E. Doyle
		GALESBURG			
A-Oy-137	Principles of Vocational Education	A[2]	2-15-51	6-7-51	Rupert N. Evans
		GRANITE CITY			
NL-7	Union Officers' Training	N	3-15-51	5-3-51	John Brumm
		LA GRANGE			
N3-43	Professional Engineering Refresher Course	N	2-13-51	5-29-51	A.C. Cobb

NOTE:
1 Carries no college credit
2 Advanced standing required

		MANTENO			
N-Oy-136	Seminar in Human Relations for Supervision	N	3-1-51	4-19-51	Wm. Schaffrath
		PEORIA			
N-4-18	Technical Report Writing	N	2-28-51	5-30-51	Lisle A. Rose and Nuel P. Davis
		ROCKFORD			
N5-34	Toothed Gearing	N	3-8-51	5-24-51	John L. Whisenand
		URBANA			
N-Oy-134	English for Displaced Persons	N	2-26-51	6-13-51	Louis C. Wagy

C
IZ u2In
Cop. 2
Ill. Coll.

NEWS LETTER

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

TWO-DAY CONFERENCE ON SAFETY AT U. OF I.

Seventy - six safety engineers and directors from large and small businesses in various parts of the State gathered on the campus March 13 - 14 for the Fourth Annual Engineering Institute on Industrial Safety.

Topics covered included war emergency facts relating to safety, accidents as news, driver testing, use of practical visual aids, lighting, industrial relations, machine guarding and extension services.

During the dinner session, which was held at the Urbana-Lincoln Hotel, Tuesday evening, S. J. Williams, Consultant of the National Safety Council, addressed the group on the subject: "The Safety Engineer in the War Emergency". Other sessions were held in the Illini Union Building.

This conference was conducted by the College of Engineering, ILIR and DUE in cooperation with the Illinois chapters in the American Society of Safety Engineers and the Society of Casualty Underwriters.

IDEAS ON PROCEDURES IN ADULT EDUCATION

Have you read the new book entitled Informal Adult Education by Malcolm S. Knowles?

If not, we recommend it to you. This book contains several ideas and suggestions which should be of special interest to instructors of extension classes. Faculty members who participate in conference and short course programs will find certain portions of this book addressed directly to them, too.

Among the topics emphasized by Mr. Knowles are: problems and challenges in adult education, (Continued on page 2)

THE LIBRARY OF THE
MAR 30 1951
UNIVERSITY OF ILLINOIS

CALENDAR OF EVENTS

March 29-30 - A U.A.W.-A.F.L. conference (Negotiations with Employees) will be conducted at Decatur with Phillips Garman in educational charge.

April 2-6 - A Sewage Works Operators Short Course is to be held on campus with Professor H. E. Babbitt as coordinator.

April 3-4 - Professor Paul Tracy will be chairman of the Ice Cream Manufactures Conference.

April 10 - 12 - The Second Annual Plumbers Short Course will convene on campus with Professor H. E. Babbitt in educational charge.

April 11 - An Office Management Institute will be conducted in Rockford with R. L. Peterson and Robert L. Johnston in charge.

Volume III | Urbana, Illinois, March 23, 1951 | Number 13

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Mardy Hallett, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
(Miss) Peggy Brunner, Duplicator

NEWS

The News Letter Staff invites DUE personnel to send news for publication in the News Letter. Please address any items to 118 Illini Hall.

IDEAS ON PROCEDURES IN ADULT EDUCATION (Continued)

teaching methods which have proved to be effective, and the significance of applying sound principles of adult psychology in extension projects. In addition to briefly describing the various phases of group dynamics, Mr. Knowles suggests situations in which each phase might be used most effectively.

Informal Adult Education, along with thirty other publications selected for faculty members who are participating in the extension program, are located in our Professional Library, 118 Illini Hall. Each copy may be checked out for a period of one month.

A PROFESSOR'S CONCLUSION

A professor gave up trying to understand the younger generation and formulated the following code:

1. Teachers must know their stuff.
2. They must know the people they intend to stuff.
3. Above all, they must stuff them artistically.

DECATUR CLASS HAS SPEAKER

Miss Letitia Walsh reports that her Decatur class in Education E449 recently had the good fortune of hearing Mrs. Russell H. Oplinger, State President of the Illinois Congress of Parents and Teachers, present the parents' viewpoint on ways that parents and teachers can work together on "Building a Curriculum on Family Life Education". Miss Walsh states that the presentation was highly informative and helpful to the teachers in the class.

NEW DUE EMPLOYEE

Miss Fredda Johnson has been employed to fill the vacancy in Mr. R. K. Newton's office caused by the resignation of Miss Joyce Van Houtin.

Fredda graduated from Drummer High School of Gibson City in the class of 1950. After graduation she completed a course in the Moser Business College, Chicago.

Joyce has taken a position at Chanute Field.

THOMPSON ATTENDS CONFERENCE

Mr. Wayne N. Thompson attended a conference in Chicago, March 7, which was held for the purpose of revising the trial copy of "The Guide to the Defense Program for the Schools of Illinois".

Mr. Thompson of Navy Pier, who is teaching an extramural class in Conference Leadership, was one of ten persons who revised a chapter on "English and Speech".

Approximately 300 people attended the conference.

HERE AND THERE

Stanley Robinson devoted a part of last week working with Walt Brown in the Springfield area and with Bob Osborne in the East St. Louis and Southern Illinois areas.

- - - - - - - - - -

Phillips Garman of ILIR was in Chicago and Washington, D.C., recently on a special wage panel for the meat-packing industry. He was appointed to the panel by Eric Johnston, Administrator of the Office of Economic Stabilization.

- - - - - - - - - -

Walt Krumsiek took the registration for a class in Traffic Management at Danville on March 13. There was an initial enrollment of twenty-eight.

The class sessions are being held in the Wolford Hotel. Mr. R. D. Pashek is the instructor.

- - - - - - - - - -

Bill Schaffrath of ILIR is conducting a "Seminar in Human Relations" for supervisors, nurses, and attendants at the Manteno State Hospital.

- - - - - - - - - -

Bob Osborne administered vocational tests in East St. Louis on March 5-6 and in Benton on March 7. G. C. Carter is planning to conduct interviews for the purpose of interpreting the results of these tests in the near future.

- - - - - - - - - -

John Brumm of ILIR will show the ILIR film strip, "Public Relations for Labor" at a city-wide CIO conference in Chicago, April 7.

- - - - - - - - - -

Earl C. Wolfe will address Alden's Executive Club in Chicago on March 29. His subject will be "Programs for Executive Seminars". The (Continued on page 4)

Club is setting up an annual series of seminars to be conducted by its own membership.

- - - - - - - - - -

Ed Phillips, formerly of ILIR, states in a letter that he has changed jobs. He is now with the Federal Mediation and Conciliation Service, where he is in training prior to receiving a permanent assignment.

SCHEDULED EXTENSION COURSES FOR SECOND SEMESTER

Fourth Supplement to Volume III, No. 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		CHICAGO			
N-3-67	Public Speaking	N[1]	3-26-51	5-14-51	Carl Pitt
N-3-68	Salesmanship	N	3-29-51	5-17-51	D. W. Stevenson
N-3-80	New Building Structural Systems	N	3-29-51	5-17-51	Robert LeRicolais
N-3-69	Engineering Properties of Soil	N	3-30-51	5-18-51	Wm. S. Pollard
		GRANITE CITY			
U-Oy-138	Teaching Related Trade Subjects	U[2]	2-21-51	6-6-51	R. N. Evans
		TAYLORVILLE			
N-4-20	Coal Mining 2X	N	2-6-51	5-29-51	Leslie Voltz

NOTES: 1 Carries no college credit.

2 Carries undergraduate college credit.

I Zu 2In
Cop. 2
I. U. Coll.

NEWS LETTER

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

SHORT COURSE FOR WATER TREATMENT PLANT OPERATORS

The Short Course for Water Treatment Plant Operators was held on campus March 19-23 with an enrollment of twenty-two persons. Harold E. Babbitt, Professor of Sanitary Engineering, was the general Chairman of the program.

The purpose of the course was to present information covering some fundamentals in chemical and bacteriological control with an explanation of some principles and practices in water treatment plant operation. The course was conducted as a series of lectures given during the morning hours followed by a discussion period and a daily three-hour period in the laboratory during the afternoon. There were six speakers from the University staff, five from the Department of Public Health, two from the local Illinois Water Service Company, and one each from the Chicago South District Filtration Plant, the Cast Iron Research Association of Chicago, and the Industrial Chemical Sales Company of Chicago.

This short course was conducted by the DUE in cooperation with the State Department of Public Health, the Department of Civil Engineering and the Department of Bacteriology.

CONFERENCE ON ICE CREAM MANUFACTURE

The Conference on Ice cream Manufacture got under way on Tuesday evening, April 3, at the Dairy Manufactures Building. After registration, there was a demonstration on the subject, Ice Milk and Other Special Products, with J. R. Steinwart of Oatman Brothers, Inc., Aurora, serving as discussion leader.

On Wednesday other sessions were held at the Illini Union Building. Lectures were given on topics relating to the ice cream business and to the various phases in the manufacture (Continued on page 2)

CALENDAR OF EVENTS

April 17-18 - The Illinois Structural Engineering Conference will be held on the Urbana campus. T. C. Shedd, Professor of Structural Engineering, will be in educational charge.

April 18 - Herrin, Illinois will be the setting for the next Office Management Institute, with R. T. Osborne, DUE Field Representative, as coordinator.

April 20-21 - Press photographers will convene on the Urbana campus for the Press Photographers' Workshop. The Workshop will be directed by J.B. Woodson, Jr., Instructor in Journalism and Communications.

April 23 - Dean Robert B. Browne will be in Chicago to attend a meeting of the Film Council of America.

April 23-27 - A Seminar in Driver Education for College Instructors, which is to be directed by A. E. Florio, Assistant Professor of Physical Education for Men, will be held on the Urbana campus.

Volume III | Urbana, Illinois, April 13, 1951 | Number 14

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Mardy Hallett, Copywriter
(Mrs.) Carolyn Kurtzrock, Copywriter
John Baskin, Duplicator
(Mrs.) Peggy Yeazel, Duplicator

NEWS

The News Letter Staff invites DUE personnel to send news for publication in the News Letter. Please address any items to 118 Illini Hall.

CONFERENCE ON ICE CREAM MANUFACTURE (Continued)

of its products.

Visiting speakers other than Mr. Steinwart were: W. S. Arbuckle, Professor, Dairy Manufacturing, University of Maryland; C. W. Carleson, Department of Public Health, Oak Park; T. M. Damgard, Illinois Valley Icecream Company, Streator; G. P. Gundlach, President, G. P. Gundlach and Company, Cincinnati, Ohio; H. Pyenson, Director of Research, Reddi-Wip, Inc., St. Louis, Missouri; H. F. Swenson, Sweden Freezer Manufacturing Company, Seattle, Washington; and H. Wainess, Senior Sanitarian, Public Health Service, Federal Security Agency, Chicago.

Professor P.H. Tracy, Department of Food Technology, was General Chairman of the conference program committee, while R.K. Newton of the DUE was in charge of arrangements and registration. There was a total of 121 paid registrations.

DAN CUPID VISITS DUE AGAIN

Miss Peggy Brunner became the bride of Pfc. Russell Yeazel at eight o'clock on Tuesday evening, April 3. The wedding ceremony was conducted in the Methodist Church of St. Joseph.

Following a short honeymoon, Peggy will continue her work in the DUE. Her husband will be located at Craig Field, Alabama.

Peggy and Russell have our very best wishes for an abundance of happiness.

SHORT COURSE FOR SEWAGE TREATMENT WORKS OPERATORS

Sessions of the Short Course for Sewage Treatment Works Operators were held in the Sanitary Engineering Laboratory April 2-6. Harold E. Babbitt, Professor of Sanitary Engineering, served as general chairman.

The purpose of this short course was to present information covering some of the fundamentals of chemical and mechanical control in sewage disposal work. Explanation of some principles and practices in sewage treatment was given. The work was both theoretical and applied.

Although the registration in the course was restricted to those for whom a reservation had been made through the State Sanitary Water Board at Springfield, there were seventeen persons enrolled.

MUSIC EXTENSION PROMOTES RADIO BROADCAST

A fifteen-minute tape-recorded program of Easter music by the Men's Glee Club of the Illinois State Normal University was given by radio broadcast during the week preceding Easter Sunday.

Broadcasting stations at Danville, Decatur, Freeport, Galesburg, Herrin, La Salle, Macomb, Mt. Carmel, and WILL of the University participated in putting this program on the air.

Music Extension, Radio WILL, Recording Service, and the School of Music participated in making these broadcasts possible.

DON SMITH ATTENDS CONFERENCE

Don Smith, Acting Supervisor of the Visual Aids Service, reports attending an outstanding audio-visual conference at Indiana University March 26-27.

Several current research programs on film utilization were discussed. Plans were made for additional important research to be undertaken. Dr. Mark May, director of Yale Institute of Human Relations and a pioneer in film research, served as conference chairman.

The conference was sponsored jointly by Indiana University and Teaching Films Custodians.

LABOR CONFERENCE HELD IN DECATUR

The third of a series of conferences for business representatives of the United Auto Workers - AFL, Region 8, was held in Decatur March 29-30.

The subject of the conference was "Negotiations with Employees". Thelma Fox of ILIR was in charge of two sessions. Others of the ILIR participating were: Phillips Garman, Ralph Bergmann, Herman Erickson and Earl Wolfe.

Among the topics discussed were: wage stabilization, dealing with management representatives in contract negotiations, adjustment of union and management goals and attitudes, and the role of the government.

NEW DUE EMPLOYEE

Mrs. D. A. Durfee (Joyce) began work on Monday, April 2, in the Extramural Courses Section of the DUE as a clerk-stenographer.

Mrs. Durfee is from Peoria, Illinois, where she graduated from Woodruff High School. She attended Bradley University and was employed in the College of Education here at the University, just previous to her employment with DUE.

Mr. Durfee is working on a major in Architectural Engineering.

JACKSON AND FLORIO CONDUCT TOUR

C. O. Jackson and A. E. Florio, in the School of Physical Education, conducted the Eleventh Annual Inspection Trip by Junior Men April 3, 4, 5. This tour, known as P.E.M. 210, has no credit, but is required of all junior men majoring in Physical Education.

Buses from the Illini-Swallow Lines were used to convey the eighty-seven students making the trip. W. K. Streit, Director of Physical Education, Board of Education, Cincinnati, gave extraordinary assistance with the total planning of visitation of the schools and institutions of that city.

Because of this trip, Jackson had to forego meeting his extension class in Physical Education E403 at Kankakee on April 3.

HERE AND THERE

The Visual Aids Service plans to release, sometime this month, a multilithed bulletin listing 425 films for Industrial Education. Copies will be made available at 25 cents per copy to help defray the cost of printing and mailing.

Lee Pigage began a class in Motion and Time Study at Danville March 27. The class is made up of members of Local 914, United Auto Workers - AFL.

Raymond Dey, Director of Extension at Southern Illinois University, was a recent caller at the DUE office, conferring with Dean Browne.

The Visual Aids Service reports a new film catalog is in preparation. It is expected that this publication will be ready for mailing by September. In the meantime, no copies of the last edition of the bulletin, published in 1949, are available.

A committee of the Association of the Illinois School Administrators was on the campus March 17 to confer with Dean Browne and other University officers concerning provisions for the In-Service Training of Teachers.

Dean Browne has been appointed to several more general University Committees. One is on Defense Programs and another on the biennial visit to the University by the State Legislature.

Dr. J. R. Morton of the University Extension Staff at the University of Alabama

flew to Champaign on March 27, and left his plane at the University Airport before proceeding to Chicago for a meeting. He was an overnight houseguest of Dean Browne's.

Dean Browne, in his capacities as Chairman of the Committee on Athletics and as Representative of the Big Ten, addressed the University Senate at its meeting on April 2.

John Brumm of ILIR started a class in Union Officer and Steward Training at Granite City on March 22. Twenty-three persons enrolled. The course is being offered for officers and stewards of the United Steelworkers in the Granite City area.

Stanley Robinson, Assistant Dean of DUE, was in Rockford April 4-6, working with Robert Johnston, Extension Specialist.

The Rockford class in Toothed Gearing by John L. Whisenand, Mechanical Engineering, started March 8, has been divided into two sections with James W. Bayne, also from Mechanical Engineering, teaching the second section. Sixty people are enrolled in these two classes.

SCHEDULED EXTENSION COURSES FOR SECOND SEMESTER
Fifth Supplement to Volume III, No. 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		CHICAGO			
U-Oy0143	Supervision of Instruction in Industrial Education	U[1]	3-13-51	6-12-51	Rupert N. Evans
N-3-72	Professional Engineering Refresher	N[2]	3-13-51	5-8-51	Selected
N-3-81	Refresher Course for Architects	N	3-20-51	4-24-51	James Arkin
U-Oy-140	Supervision of Instruction in Industrial Education	U	3-5-51	6-4-51	M. Keith Humble
		SPRINGFIELD			
N-4-26	Professional Engineering Refresher	N	2-26-51	5-7-51	William Sherwoo
N-4-22	Office Practice for Secretaries	N	3-13-51	4-17-51	Margaret Sparks
		WAUKEGAN			
U-Oy-139	Special Methods in Industrial Education	U	3-5-51	6-4-51	M. Keith Humble

[1]Carries undergraduate college credit
[2]Carries no college credit

IZu2In
Cop. 2

NEWS LETTER

THE LIBRARY OF THE
MAY 4 1951
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

ILLINOIS STRUCTURAL ENGINEERING CONFERENCE

The Illinois Structural Engineering Conference was held on the Urbana Campus April 17-18. Two hundred and twelve architects and structural engineers attended it.

The following subjects received emphases: Design of Superstructure-Steel; Design of Superstructure-Reinforced Concrete; Problems of the Fabricator as Influenced by Design-Bridges; Problems of the Fabricator as Influenced by Design-Buildings; Subsoil Exploration; Problems of the Substructure Contractor as Influenced by Specification and Design; Welding; Limit Design; Basic Concepts of Pre-stressed Concrete; Current Research at the University of Illinois.

The conference was competently staffed with sixteen specialists, nine of whom were visiting lecturers. It was conducted by the Department of Civil Engineering in cooperation with the DUE. T. C. Shedd, Professor of Structural Engineering was in educational charge while R. K. Newton, Supervisor of Conferences, represented the DUE.

OFFICE MANAGEMENT INSTITUTE IN ROCKFORD

Robert L. Johnston recently remarked that the Office Management Institute, conducted in Rockford on April 11, was hailed as most successful by those attending. It was jointly sponsored by the Rockford chapters of the National Office Management Association and the National Association of Cost Accountants, in cooperation with the U. of I.

Sixty-eight persons present at the luncheon session held in the Persian Room of the LaFayette Hotel, were generous in their praise for the talk, "Ten Vitamin B's of (Continued on page 2)

CALENDAR OF EVENTS

April 28 - The Illinois Association of School Administrators' Committee on Extension will meet at 10:00 a.m. on the Illinois State Normal University campus at Normal, Illinois. Dean Browne will represent the University of Illinois at this meeting.

May 4-5 - Dean Robert B. Browne will be in Washington D. C. attending a meeting of the American Council on Education.

May 6 - 9 - The Central Region University Extension Workshop is to be held at Ann Arbor, Michigan, and the U. of I. Extension Division will be represented by several staff members.

May 8 - Mr. Robert L. Peterson will have charge of the Office Management Institute which is to be held in Rock Island.

May 10 - 11 - A conference for Traffic Court Judges and Prosecutors will be held on the Urbana campus. Professor Charles H. Bowman of the College of Law will be in educational charge.

Volume III Urbana, Illinois, April 27, 1951 Number 15

Business" given by John W. Conrad, Manager of the Rockford Office of Lybrand-Ross Bros. & Montgomery, Accountants and Auditors. Extra interest in the talk was provided when Mr. Conrad passed out capsules which contained folded pieces of paper listing the ten "vitamins" which Mr. Conrad elaborated upon.

Two other Rockford men were on the program. Mr. Harold Acker, Manager of Systems Department, J.L. Clark Manufacturing Co., gave an exceptionally timely and interesting talk on the subject, "Better Methods and Procedures". He emphasized greater work productivity through job simplification and work improvement. Mr. Floyd Nelson, Director of Employee Relations at Barber-Colman Co., spoke on "Personnel and Human Relations in the Office". He offered many real life examples and aroused some very enthusiastic discussion.

Dr. Earl Strong and Robert L. Peterson, of the Business Management Service, spoke in the morning and again in the afternoon on Job Analysis, Office Work Standards, Training Programs for Office Personnel, and Work Incentives.

Frank Frech, President of NACA, introduced the luncheon speaker, Mr. Conrad.

William Soderstrom, President of NOMA, summed up the program, and stated that his organization would begin planning to sponsor another institute next year.

THE EDUCATION OF EXCEPTIONAL CHILDREN

The University of Illinois, in cooperation with Community Unit District No. 4 of Champaign, Illinois, has completed a 25 minute, black and white, sound film on District No. 4's program of education for exceptional children. The film was produced under the supervision of Dr. E.H. Mellon, Superintendent of Unit District No. 4, and Dr. Samuel Kirk, Professor of Education at the University of Illinois.

Unit District No. 4 has a well-rounded program for exceptional and handicapped children, and all phases are shown in this motion picture. You will see programs in operation to aid the hard of hearing, speech handicapped, mentally retarded, and those individuals with impaired sight.

The program for the education of exceptional children depicted in this film has gained national recognition. The film should be very useful in communities planning or developing a similar program. This film may be rented from the DUE Visual Aids Service at a cost of $4.00.

SECOND ANNUAL SHORT COURSE ON PLUMBING

The Second Annual Short Course on Plumbing was conducted on the campus, April 10-12, with most of the class sessions being held in Room 300, Mathematics Building. There were forty-eight paid registrations.

The objective of this course was to emphasize certain fundamentals in the hydraulics and pneumatics of house plumbing and heating, also the fundamentals in

the business of plumbing.

This short course was conducted by the Departments of Civil Engineering and Mechanical Engineering through the DUE in cooperation with the Illinois Master Plumbers' Association.

H. E. Babbitt, Professor of Sanitary Engineering, was general chairman.

SCHAFFRATH LEAVING THE UNIVERSITY

Dr. William B. Schaffrath is leaving the University May 1. He is joining the staff of The Johns Hopkins University Hospital in Baltimore, Maryland, where he will be assistant to the director and director of personnel. His duties will include employing and training personnel, also salary administration.

Bill joined the University Staff in September, 1946, as Assistant Professor of Labor and Industrial Relations and Extension. He was one of the first of the ILIR staff to be employed. Prior to coming to the U. of I., Bill taught in Cornell University, the University of Kansas, and Alfred University. His experience also includes five years in the United States Army Air Force, where he attained the rank of Major as squadron and group intelligence officer in the Southwest Pacific theater.

All who know Dr. and Mrs. Schaffrath regret their leaving, but wish them much success and happiness in The Johns Hopkins University.

HARPER ADDRESSES ALL-OHIO SAFETY CONGRESS

George W. Harper, Associate Professor of Safety Education, spoke before the Paper and Paper Products Section of the All-Ohio Safety Congress in Columbus, April 11.

Professor Harper adressed one hundred delegates on the subject, "Let's Look at the Hazards". He stressed the need of greater emphasis on the engineering phase of industrial safety. He also stated that such items as the physical environment, mechanical equipment, and design and use of guards must receive proper attention if additional progress is to be achieved in reducing the number of industrial accidents.

SCHAFFRATH REPORTS ON MANTENO CLASS

Bill Schaffrath reports that his course, Seminar on Human Relations in Hospital Supervision, in the Manteno State Hospital, is ending with very gratifying results.

All thirty-five nurses enrolled in the class are expected to earn certificates of successful completion. About half of the class is from the Kankakee State Hospital.

It is hoped that this, or a similar course, will be offered in the other state hospitals in the near future.

HERE AND THERE

Bill Schaffrath and Earl Wolfe, both of ILIR, met with hospital administrator trainees at the University of Minnesota, April 10-11, to discuss the application of group methods to hospital administration.

Wolfe remained at the University to participate in the annual Industrial Relations Conference April 12-13.

Dr. Wayne N. Thompson of the Navy Pier staff represented the State of Illinois at the Central States Speech Association meeting in Milwaukee. He reported on the status of Speech in Illinois. Later, he appeared on a symposium and discussed teaching Basic Speech in college.

The Waukegan class in the course entitled "Workshop and Clinic in Human Relations and Supervision" closed April 3.

This class was conducted for executives and supervisors of Cooperative Trading, Inc. by Bill Schaffrath. Each member of the group made an actual study of his own supervisory job.

John Brumm of ILIR took part in a panel discussion on public relations at the sixth annual conference of the Chicago Industrial Union Council of the CIO in Chicago, April 7. He also showed the ILIR film strip, "Public Relations for Labor".

Herman Erickson and Don Hoyt also attended the conference.

Dr. Wayne N. Thompson, DUE instructor in a Conference Leadership class at Chicago, addressed the Kiwanis Club of Mt. Morris on "Propaganda Analysis".

Herman Erickson and Phil Garman attended the American Labor Education Service Conference held at the Sheraton Hotel in Chicago, April 14-15. This was the eleventh Midwest Workers' Education Conference.

Bill Schaffrath attended one session of the Psychiatric Nurses Association's Conference which was held in Chicago, April 12.

SCHEDULED EXTENSION COURSES FOR SECOND SEMESTER
Sixth Supplement to Volume III, No. 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		CHICAGO			
N-3-82	Public Speaking	N[1]	4-23-51	6-11-51	Carl Pitt
U-Oy-145	Tests and Measurements in Industrial Education	U[2]	3-7-51	6-6-51	M. Ray Karnes
		DANVILLE			
N-L-50	Motion and Time Study	N	3-27-51	6-12-51	Lee Pigage
		GRANITE CITY			
N-2-18	Basic Industrial Safety	N	4-11-51	8-2-51	George Harper
		MARION			
N-2-20	Introduction to Time and Motion Study	N	4-20-51	6-1-51	Elwood S. Buffa
N-2-19	Introduction to Time and Motion Study	N	4-20-51	6-1-51	Elwood S. Buffa
		OTTAWA			
N-L-40a	Grievance Clinic for Union Officers	N	3-9-51	4-27-51	Herman Erickson
		ROANOKE			
N-L-49	Industrial Relations Problems in a Small Plant	N	3-22-51	5-24-51	Wm. Schaffrath Earl Wolfe
		ROCKFORD			
N-5-36	Problems of Human Relations in Supervision	N	4-25-51	5-30-51	Earl Wolfe
N-5-35	Toothed Gearing, Sec. II	N	3-8-51	5-24-51	James W. Bayne

[1]Carries no college credit
[2]Undergraduate college credit

		SPRINGFIELD			
G-Oy-70	Public Finance	G[3]	2-19-51	6-11-51	M. K. Allen
U-Oy-144	Child Psychology	U	2-19-51	6-11-51	Frank Costin
		STREATOR			
N-L-53	Adjustments in Industrial Relations	N	4-17-51	5-22-51	Earl C. Wolfe

[3]Graduate credit

EZu2In
Cop. 2
I. U. Coll.

NEWS LETTER

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

AURORA REALTORS AWARDED

On April 30, 1951, a dinner was held at the Aurora Y.M.C.A. for the husbands and wives of local realtors who attended a course in "Real Estate Fundamentals" taught by Mr. Fred B. Huebenthal during the spring semester.

Approximately fifty-five people attended the dinner, at which certificates were awarded to students who had successfully completed the course. Mr. Huebenthal stated to the group that this was the first time in his teaching experience that all students enrolled in the course were eligible for certificates. He complimented the group for the amount of outside work completed. Certificates were awarded by T.H. Dekker, Extension Division representative in the Chicago area. The class expressed its appreciation to Mr. Huebenthal by presenting him an alligator skin brief case.

Aurora realtors plan to continue with their education program during the 1951-52 school year.

UNIVERSITY OF MICHIGAN HOLDS EXTENSION WORKSHOP

Thirty-six representatives from six midwestern universities assembled in Ann Arbor, Michigan, May 6-9, for the Second Annual National University Extension Associa- (Continued on Page 2)

CALENDAR OF EVENTS

June 2-Dean Robert B. Browne will deliver the commencement address to the graduates of the Onarga Military School.

June 3-8 - Miss Evelyn Smith, Associate Professor of Institute Management in the Department of Home Economics, will conduct a refresher course for the Illinois Dietetics Association, to be held at Robert Allerton Park.

June 6 - Another in the series of Office Management Institutes is to be conducted--the location of this one being Danville. BMS and DUE are cooperating in conducting these Institutes.

June 11-15 - The Urbana campus will be the meeting place for young businessmen in the State, when the Management Institute for Young Businessmen convenes. BMS and DUE are planning the program.

June 12-15 - Ross J. Martin, Associate Professor of Mechanical Engineering, will conduct the Fifth Annual Hot Water and Steam Heating Short Course, which is to be held at Navy Pier in Chicago.

June 11-15 - Miss Florence Van Norden, Instructor in Home Economics, will conduct two short courses on the Urbana campus--one entitled "Skills in Food Preparation" and the other "Short Course in Tailoring."

June 11-16 - An Institute for Visiting Social Counselors will be held at Robert Allerton Park. Miss Marietta Stevenson, Director of Social Welfare Administration, is in charge.

Volume III Urbana, Illinois, May 25, 1951 Number 16

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurray, Assistant Editor
(Mrs.) Mardy Hallett, Copywriter
John Baskin, Duplicator

ONE JUNE ISSUE

There will be only one issue of the News Letter in each of the summer months and September. Please address any news items to 118 Illini Hall by the second Friday of each month.

UNIVERSITY OF MICHIGAN HOLDS EXTENSION WORKSHOP (Continued)

tion's Central Region Workshop. The theme of the workshop was "The Role of University Extension Services in the Present Crisis."

Eleven University of Illinois administrative and field staff "extensionites" left Urbana at 6:00 a.m., Sunday, May 6, in two cars and arrived in Ann Arbor at 4:00 p.m. The hosts provided a Sunday afternoon tour of the campus and a complimentary buffet supper before the Workshop Program Preview at 8:00 p.m. Preliminaries were concluded with a showing of the 1951 Rose Bowl Game and Tournament of Roses Parade.

The workshop was keynoted by Dean Julius M. Nolte from the University of Minnesota Extension Service. Dean Nolte is also President of the National University Extension Association. He spoke on "University Extension and the Present Crisis." Dean Robert B. Browne of the University of Illinois followed Dean Nolte focusing the problems before the group into "Specific Extension Programs for the Present Emergency."

Other major topics discussed in the workshop were: Educational Programs and the Armed Forces; Adult Education in Today's World; Radio and Television; Film Preview and Critique; Guidance and Counseling of Adults; Common Administrative Problems in Extension; and Professional Advancement of Extension Workers through Reading Programs.

Other members of the U. of I. staff who participated and led discussions were: Stanley C. Robinson, Gerald C. Carter, Robert K. Newton, Tunis H. Dekker, Neil F. Garvey, and Scott B. York.

The third of the Annual Regional Workshops, which were started at Allerton Park last year, will be held in Bloomington, Indiana, next summer with the University of Indiana as host.

VAS REPORTS A NEW FEATURE

DUE's Visual Aids Service began on May 5 the monthly distribution of a 25-minute school news-reel, the News Magazine of The Screen. Warner Brothers Pathe News is making available each month about 800 prints of a composite film containing the news highlights of the previous month. These 800 prints go to 19 states at present.

Illinois will receive 30 prints each month through the courtesy of the Chicago Tribune, which is underwriting print costs in this state. Each state has a sponsor for the series but all prints are identical in content. The films are a straight, factual presentation of the news.

Don Smith reports receiving over 150 applications for the series from the secondary schools of Illinois. Prints will be routed from school to school in order to accommodate as many as possible.

VAS REPORTS A NEW FEATURE (Continued)

The first release contains the following: French President Auriol Visits U.S.A.; General Eisenhower Reviews Europe's Army; General MacArthur Comes Home; Canadian Atom Plant Produces Peacetime Aids; The Circus Is Back; Golf - Ben Hogan Wins Master's; Philadelphia Zoo; and Lebanon, Connecticut, Becomes a World Example of United States Democracy.

ATLAS BOX MAKERS CONDUCT DOUBLE AWARD MEETING

George Harper, Professor of Safety Education, Department of Mechanical Engineering, completed a course in Basic Industrial Safety at the Atlas Box Makers Company, Clearing, Illinois, on May 15, 1951. A meeting was held in the company's cafeteria so that employees could participate in awarding certificates to students who successfully completed the course. Certificates were awarded to twenty-six members of the class by T. H. Dekker.

The Atlas Box Makers Company was recently awarded a certificate of merit by the National Safety Council for reducing the accident frequency within the plant during 1950. As past president of the Pulp and Paper Section of the National Safety Council, Mr. Harper presented the award for this accomplishment to Mr. N.G. Rennicke, Vice-President and General Manager of the Atlas Box Makers Company.

The meeting was concluded by Mr. J. L. Page, Personnel Director. He presented a cigarette and lighter case to Mr. Harper in appreciation for the excellent work he did in teaching the course.

NEW NATIONAL ORGANIZATION FORMED

Herman Erickson, ILIR, attended a founding assembly in Columbus, Ohio, on May 13-15 which was held for the purpose of forming a new national adult education association.

This organization, to be known as The Adult Education Association of the United States of America, represents an amalgamation of the American Association for Adult Education and the Adult Education Division of the National Education Association. A constitution was adopted and an executive committee and officers pro-tem were elected.

It is planned to have the first annual meeting in Los Angeles next October.

VITAMINS TO US

Among our recent letters which express appreciation for the work being conducted by the University through its extension program is one from H. G. Kniese, Chairman of the Central Illinois Chapter of the American Society of Safety Engineers. We think you will be interested in its contents which are quoted as follows:

> "We have just completed the extension course Technical Report Preparation conducted by Professor Lyle A. Rose of the College of Engineering, University of Illinois. We found that the subjects covered were very appropriate to our needs. Professor Rose conducted the weekly classes

in a very complete and thorough fashion, holding our interest well beyond the usual two-hour class period.

Those of us who have completed the thirty-two hours of class study feel that we have been well repaid through a better and more complete understanding of technical report preparation.

In behalf of our organization we wish to thank you and your associates at the University for making this course available to us."

This is part of our vitamins.

DIESEL POWER PLANT ENGINEERS AND OPERATORS

The Short Course for Diesel Power Plant Engineers and Operators was held at the Robert Allerton Park, May 14-16. There were twenty-six paid registrations.

W. L. Everitt, Dean of the College of Engineering, gave the address of welcome. Others on the program were: G.W. Harper, Associate Professor, E.F. Hebrank, Assistant Professor, J. C. Miles, Associate Professor, all of the Department of Mechanical Engineering; A. C. Davis, Diesel Engineer, Standard Oil Company of Indiana, Chicago; W. Stone, Assistant Manager of Service Department, Woodward Governor Company, Rockford; R. Hamilton, Engineer, Cooper-Bessemer Corporation, Mt. Vernon, Ohio; M. L. Burgin, Superintendent of Utilities, Geneseo; H. Ortner, Service Engineer, American Bosch Corporation, Springfield, Massachusetts; C.J. Kremer, Jr., Assistant to the President, C. Lee Cook Manufacturing Company, Louisville, Kentucky; H. Cruse, Chief Engineer, Jacksonville Illinois Power Plant ; T.V. Pedersen, Assistant Manager of Engineering, Fairbanks-Morse and Company, Beloit, Wisconsin; and G. C. Carter, Associate Professor of Psychology.

R. K. Newton, Supervisor of Engineering Extension, presented certificates. Professor E. F. Hebrank served as coordinator.

FILMS ON CIVIL DEFENSE NOW AVAILABLE

The following films have been released and are now in circulation: YOU CAN BEAT THE A-BOMB, ATOMIC ALERT, and SURVIVAL UNDER ATOMIC ATTACK. PREPARING YOUR HOME AGAINST ATOMIC ATTACK and FIRE FIGHTING FOR HOUSEHOLDERS are to be released soon by United World-Castle.

The following films are in the early stages of production: WHAT YOU SHOULD KNOW ABOUT BIOLOGICAL WARFARE, Reid H. Ray Film Industries, Inc; WHAT YOU SHOULD KNOW ABOUT POISON GASES, Philip Ragan; EMERGENCY ACTION TO SAVE LIVES, Teletran, Inc; THE CITIES MUST FIGHT, Archer Productions, Inc.; and CIVIL DEFENSE FOR INDUSTRY, United World Films, Inc.

The Visual Aids Service plans to acquire all of these civil defense films as soon as they are released. YOU CAN BEAT THE A-BOMB is now available for loan.

EDUCATION COMMITTEE REPORT TO THE ASPA

On May 16, 1951, T. H. Dekker made a progress report at the monthly meeting of the American Society for Public Administration, Chicago area chapter, on the progress of the Society's Committee on Education. This committee has been functioning during the past twelve months and has prepared a report of its finding based on interviews with public officials. Various colleges and universities in the Chicago area are represented on the committee as well as representatives of public administration offices.

The committee has found that public administrators are anxious to see their employees take advantage of educational opportunities. It has plans for clarifying educational opportunities by developing a closer working relationship between the schools in the Chicago area and public administrators.

JUDICIAL CONFERENCE HELD IN ALTGELD HALL

The Illinois Judicial Conference for Traffic Court Judges and Prosecutors was held on campus May 10-11, 1951. There were twenty-two paid registrations.

This conference was addressed to judges, prosecutors, and other law enforcement officials who are interested in the effective treatment of traffic violators through improved court administration. It attempted to assist them in obtaining a broader and more intimate knowledge of traffic law enforcement principles and methods through organized discussion, lectures, and demonstrations.

The Illinois State Bar Association, The American Bar Association, and the U. of I. College of Law and DUE cooperated in developing and conducting this conference.

THOMPSON HELPS AUTHOR SPEECH TEXTBOOK

Dr. Wayne N. Thompson, DUE Instructor at Ft. Sheridan and Head of the Speech Staff of the Chicago Undergraduate Division, is co-author of a new college textbook for the beginning speech course and also for use in a communications course. The other author is Dr. Seth A. Fessenden, University of Denver.

The text, Basic Experiences in Speech, is a Prentice-Hall publication of April, 1951. The extramural class in Speech E101 at Ft. Sheridan is the first to use this book. An experimental mimeographed edition, however, has been in use for four years.

HERE AND THERE

Carolyn Kurtzrock, who has been receptionist and stenographer in the DUE for nearly two years, is leaving us this week. Her husband, George, who has been a graduate student and an assistant in Speech has completed requirements for the M.A. degree and has accepted a position with the School for the Deaf at Jacksonville, Illinois.

Carolyn will certainly be missed around the central office and all who know the Kurtzrocks regret their leaving. DUE wishes them every success and happiness in their new work.

Peggy (Brunner) Yeazel, Assistant Office Appliance Operator in the DUE, has resigned in order to be with her husband, Pfc. Russell Yeazel, at Craig Field, Alabama.

Peggy has been with us since January. The DUE wishes Peggy and Russell the very best of good luck.

Professor Walter V. Kaulfers will serve as consultant to the Kansas State Foreign Language Workshop at Emporia, June 7-8. While there, he will address the student body and faculty as a guest speaker.

Herman Erickson reports that on the way back from his meeting in Columbus, four cars of his speeding train became uncoupled and dropped behind. The train backed up quite a distance to pick up the strays.

SCHEDULED EXTENSION COURSES FOR THE SUMMER

Eighth Supplement to Volume III, No. 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		ALBION			
U-Oy-147	Safety Education	U[1]	6-18-51	6-29-51	Warren J. Huffman
		BELLEVILLE			
U-2-23	Recreational Crafts	U	7-30-51	8-10-51	Walter M. Johnson
		ELDORADO			
U-Oy-148	Recreational Crafts	U	6-4-51	6-15-51	Walter M. Johnson
		EAST ST. LOUIS			
U-2-22	Recreational Crafts	U	6-18-51	6-29-51	Walter M. Johnson

[1] Carries undergraduate college credit

I Zu2In
Cop. 2

NEWS LETTER

UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

STORK VISITS THE ROBINSONS

Mr. and Mrs. Stanley Robinson were made happy with the arrival of a baby girl, Sharon Ann, born at 6:26 p.m., Saturday, June 9. She weighed 8 pounds and 3 ounces. Stan reports that both the mother and daughter are getting along nicely. Apparently, he will pull through, too.

All of DUE extend their heartiest congratulations.

CIVIL DEFENSE SHORT COURSE FOR MUNICIPAL POLICE

The DUE, in cooperation with the Division of Illinois State Highway Police and the State Office of Civil Defense, con- (Continued on Page 2)

CALENDAR OF EVENTS

June 18-22 - Miss Ritta Whitesel, Assistant Professor of Home Economics, will conduct a Short Course in Tailoring on the Urbana campus.

June 22 - Beginning of registration for the 1951 Summer Session on the Urbana campus.

June 19-22 - The Illinois Fire College, under the direction of George W. Harper, Associate Professor of Safety Education in DUE, will convene on the Urbana campus.

June 26 - First day of classes of the 1951 Summer Session.

June 27-28 - A Management Conference on Leadership Development will be held at Robert Allerton Park. The Lab or Institute and DUE will cooperate in conducting this conference.

June 27-28 - The Conference on Adult Education will be held on the Urbana campus. This Conference is sponsored by the Illinois Adult Education Association and the Summer Session as a part of the General Summer Conference on Education.

June 28-29 - The Labor Institute and DUE will conduct a Conference on Grievance Handling in Decatur.

July 9-13 - A Steelworkers Institute, Section I, will be held on the Urbana campus. The Labor Institute and DUE are planning this Institute.

July 16-20 - Section II of the Steelworkers Institute will be conducted in Urbana.

July 16-20 - The University of Illinois, through its Summer Session, will again serve as hosts to a group of men from the ministry of the Methodist Church who will gather for the "College of Christian Living."

July 18 - 20 - The DUE, assisted by the Business Management Service, will present a Nursing Home Proprietors Conference on the Urbana campus. Mrs. Zilpha Morgan, President of the Illinois Nursing Home Association, is cooperating in the preparation of the program.

Volume III Urbana, Illinois, June 15, 1951 Number 17

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Pat Bunting, Copywriter
(Miss) Betty Waldrop, Copywriter
John Baskin, Duplicator
(Mrs.) Dolores Bass, Duplicator

DUE RELINQUISHES CONGRESS ROOMS

The DUE has relinquished its suite of rooms at the Congress Hotel effective July 1 until September 24, at which time the rooms will again be made available to University personnel.

CIVIL DEFENSE SHORT COURSE FOR MUNICIPAL POLICE (Continued)

ducted a Short Course in Civil Defense for Illinois Municipal Police Officers at the State Fair Grounds of Springfield, May 21-25.

There were 68 municipal police officers from the various cities and towns of Illinois in attendance. Participating in the program were 14 faculty members representing 10 departments in the University, 10 officers from the Division of Illinois State Highway Police, and 2 representatives of the Illinois Office of Civil Defense.

The Program's theme was: Atomic Bomb Warfare and Precautions to Be Taken to Combat It. Germ warfare also received attention in the discussion sessions. As in the previous civil defense short course conducted for the State Highway Police, one-fourth of the 50 hours' teaching time was devoted to helping the police officers develop teaching techniques to aid them in conducting civil defense classes in their own communities. L. W. Olson, Instructor in Speech, and A. E. Florio, Assistant Professor in Physical Education for Men, conducted this part of the program.

The film, "Texas City Disaster", was again shown in connection with the identification of dead bodies, since it most nearly approaches the conditions of an atom bomb attack.

INSTRUCTIONS TO DRIVERS OF UNIVERSITY CARS

The DUE has received a letter from Mr. R. S. Chamberlin of the Physical Plant calling attention to the fact that the instructions to drivers of University cars have been changed. The body of the letter reads as follows:

"I am attaching for your information, a revised mimeographed instruction to 'The Driver of a University Motor Vehicle', which will replace the instructions which have been in use for the past two years. The complete instructions will be found in the glove compartment of each motor vehicle.

The principal changes in this instruction concern:

1. Revision in transmittal of motor vehicle accident report to the Supervisor of Insurance, rather than to the Purchasing Department.

2. Expansion of instructions concerning the processing of accident reports.

3. Procedure on locking vehicle when turned over to the Garage Attendant.

4. Additional instructions on procedure when vehicle is not operating properly.

INSTRUCTIONS TO DRIVERS OF UNIVERSITY CARS (Continued)

5. A new section on the use of Credit Cards.

Information contained in this instruction has been rewritten to conform with Section XII of the Business Policy and Procedure Manual on 'Travel', now in the process of revision.

We would appreciate your passing this information on to those in your department who have occasion to use University motor vehicles."

SHORT COURSE FOR DIETITIANS

A Refresher Course for Dietitians was held at Allerton Park June 5-8, with a registration of twenty people.

The program included group discussions and lectures. Among the off-campus lecturers on the program were: Alice Biester, Professor of Nutrition, University of Minnesota; Dr. Margaret Olson, Professor of Nutrition, Michigan State College; Joyce Gibbons, Dietitian and Staff, Barnes Hospital, St. Louis, Missouri; and Dr. Charlotte Roderuck, Professor of Nutrition, Iowa State College.

The planning committee was composed of E. Evelyn Smith and Betty Johnson, both of the Home Economics Department; and Josephine Schildberg, Therapeutic Dietitian, Presbyterian Hospital, Chicago. Walt Krumsiek assisted Bob Newton with the administrative details associated with the program.

UNCLE SAM COMES THROUGH

Since the first of November, the Visual Aids Service has been looking for a lost film shipment, destined for East St. Louis. On May 25 the lost film, valued at seventy dollars, was returned from the local post office in perfect condition. The explanation given was that the shipment had been found in an East St. Louis post-office truck.

Thus the VAS record of over 45,000 film shipments, mailed this past year to an estimated audience of more than 3,000,000 students and adults, remains unblemished by even a single loss.

CONFERENCE ON ADULT EDUCATION

The Fourth Annual Conference on Adult Education is scheduled to be held on campus June 27-28 as a part of the General Summer Conference which begins on June 26 and extends through June 29.

The program promises to be interesting. It includes addresses to be given by: Edward C. Lindeman, formerly with the New York School of Social Work at Columbia University; Harold Benjamin, Dean of the College of Education, University of Maryland; L. H. Adolfson, Director, University Extension Division, University of Wisconsin; Earl D. Johnson, Assistant Secretary of the Army, Washington, D. C.; and John Lee, Dean of the Graduate School, Wayne University.

This conference is being sponsored by the Illinois Adult Education Association and the Summer Session. All persons are invited to attend the conference without registration charge.

VITAMINS TO US

Among the complimentary letters recently received by the DUE is one from Harvey J. Christensen, Special Representative, Sales Development Division, Caterpillar Tractor Company. We are glad to quote the body of the self-explanatory letter because we think several of our family will be interested in the following statements:

> "The short course for Diesel power plant engineers and operators was one of the most informative meetings I have ever attended. The program was very well planned to cover the material which was of great interest and concern to the group attending, and the speakers must be commended for the interesting way in which they presented their technical talks.
>
> The beauty of Allerton Park with its varied gardens added to the pleasure of the meeting. The food was also far above my expectation.
>
> The short course was very worth while to me, and I will benefit from it in many ways. I want to express my appreciation to you and the University for conducting this educational service."

Receipt of these unsolicited letters from people who have attended our extramural courses or conferences is like vitamins to us.

WI-VET CLASSES HOLD STYLE SHOW AND EXHIBIT

The annual spring style show and exhibit of DUE classes for student veterans wives was held at 8 p.m., June 1, at the University Y.M.C.A.

Clothing made in these classes was worn and modeled. The clothing consisted of spring and summer suits, afternoon dresses, summer cottons, play clothes, and mother and daughter outfits; also children's coats, suits, and dresses. Two men's suits and several slacks were modeled by husbands. Teachers of the sewing classes were Mrs. Elizabeth Alexander, Miss Marjorie Brown, and Mrs. Edwin Clawson.

Other exhibits consisted of paintings, baby clothes, sweaters, a radio-phonograph cabinet, coffee tables, end tables, storage chests, lamps, and leather articles. Teachers of these hobby classes were: William Collins, Mrs. O. F. Webber, Mrs. A. H. Porter, and John Lentz. Members of the audience heartily approved the immediate results of these classes.

Walt Krumsiek, DUE, works with Mrs. Walleah McArthur, MVSO, in the organization of the wi-vet study program.

ISYMP HAS CHAUTAUQUA TENT

The Illinois Summer Youth Music Program for 1951 will be in session on the University campus June 24-August 4. One innovation will be the holding of concerts and rehearsals in a large chautauqua-style tent which is to be located in a grove of trees northwest of Lincoln Avenue Residence Hall.

The schedule is as follows: June 24-July 7, Illinois Summer Youth Orchestra; July 8-21, Illinois Summer Youth Junior Orchestra and Illinois Summer Youth Chorus; July 22-August 4, Illinois Summer Youth Band.

ISYMP HAS CHAUTAUQUA TENT (Continued)

All Summer Youth groups are rapidly approaching their assigned quotas. Students are to be housed in the Lincoln Avenue Residence Hall. Directors for these organizations will be Mark H. Hindsley, Bernard Goodman, and Paul Young. Thi s activity is under the general direction of the Music Extension Section.

DUE HAS EMPLOYEE TURNOVER

Gladys Hintz, who has been Senior Clerk-Stenographer in the office of Neil F. Garvey for nearly two years, is leaving DUE on June 15. Her husband, "Art", has accepted a position as Assistant National Advertising Manager of the Daily Mail at Charleston, West Virginia. Art is one of the June graduates in the School of Journalism.

All of DUE regret having Gladys leave but wish much happiness and success for her and Art in the East.

Iola (Mardy) Hallett resigned from her position with the DUE on June 4. Her husband, Edward, is graduating from the University with a major in Economics this month. Mardy was a Junior Clerk-Typist in the Correspondence Courses Section and was also one of the News Letter Staff. Mardy and Ed also have the best wishes of all members of the DUE.

Miss Betty Waldrop of Tuscola has been employed to fill the Receptionist vacancy in the Main office caused by the recent resignation of Carolyn Kurtzrock. Betty graduated from Tuscola Unit High School with the class of 1951.

Miss Helen McElwee of St. Joseph has been employed as an Assistant-Clerk Typist to work in the Correspondence Courses Section. Helen has just graduated from the St. Joseph Community High School.

Mrs. Dolores Bass has been employed to fill the vacancy resulting from the resignation of Peggy Yeazel. Dolores is a graduate of the Champaign High School. She began her duties as Assistant Office Appliance Operator on May 23.

Her husband, Staff Sergeant Billy Joe Bass, of Thomasville, Georgia, is now stationed at Chanute Air Force Base.

KAULFERS ADDRESSES HIGH SCHOOL GRADUATES

Dr. Walter V. Kaulfers gave the commencement address to the graduates of the Mulberry Grove High School on May 29. He was also commencement speaker at the Effingham High School graduation exercises on June 1.

SCHEDULED EXTENSION COURSES FOR THE SUMMER

Ninth Supplement to Volume III, No. 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		CANTON			
U-Oy-154	Conservation of Natural Resources	U[1]	6-4-51	6-22-51	Wm. D. Masters
		CLINTON			
U-Oy-151	First Aid	U	6-4-51	6-15-51	Warren J. Huffman
		LINCOLN			
U-Oy-155	First Aid	U	7-23-51	8-3-51	Warren J. Huffman
		MT. CARROLL			
U-Oy-152	Conservation of Natural Resources	U	6-25-51	7-13-51	Wm. D. Masters
		PITTSFIELD			
U-Oy-157	First Aid	U	7-9-51	7-20-51	Warren J. Huffman
		RAYMOND			
U-Oy-150	Recreational Crafts	U	7-16-51	7-27-51	Walter M. Johnson
		URBANA			
U-Oy-141	Summer Practice, Ag. Ed. E275	U	7-9-51	9-1-51	Ag. Teachers at High Schools throughout the State

[1]Carries undergraduate college credit.

Zu2In
p. 2
Ill. Coll.

NEWS LETTER

LIBRARY OF THE
JUL 3 1951
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS — DIVISION OF UNIVERSITY EXTENSION

DEAN BROWNE ATTENDS NUEA CONVENTION

Dean and Mrs. Robert B. Browne departed from the campus enroute to Bend, Oregon where they will attend the Thirty-Sixth Annual Convention of the National University Extension Association, July 21-25.

They are traveling by automobile and plan to take a quick glimpse at certain interesting places along the route including the Black Hills and the Great Tetons.

NEW CLASS FOR NONACADEMIC PERSONNEL

The DUE, through the efforts of Walt Krumsiek and the Office of Nonacademic Personnel, has organized a class in which University Office Procedures will be studied. Twenty-three members of the Nonacademic Personnel have enrolled.

This class will meet daily, Monday through Friday, during the period July 9 through August 31. The first six weeks will be devoted to the fundamentals of grammar taught by Mrs. Viola Allison. Harry Manley, Supervising Accountant, will be the instructor during the last two weeks, during which time University Office Procedures will be emphasized.

CARTER SERVING AS AIR FORCE EXPERT

The U. S. Air Force has requested the services of Gerald Carter to assist the Air Defense Command with the preparation of a training manual. Dr. Carter's duties will also involve assistance in the development of plans for on-the-job training of supervisors.

He will be at the Air Defense Command Headquarters, Colorado Springs, Colorado, from July 9 through July 23.

JOHNSTON PRESENTS CERTIFICATES

At the June dinner meeting of the Rock River Sec- (Continued on Page 2)

CALENDAR OF EVENTS

July 22-29 - The Credit Bureau and Collection Service Management Institute will be held on the Urbana campus. The Business Management Service of the college of Commerce and Business Administration will conduct the Institute.

July 27 - The Open Pit Mining Short Course will be conducted on campus by the DUE in cooperation with the Electrical Division of the Open Pit Mining Association.

August 1-3 - A Short Course for High School Newspaper Advisers will be held at Robert Allerton Park by the DUE and the School of Journalism and Communications in cooperation with the Illinois Association of Teachers of Journalism.

August 14-16 - The Fourth Annual Advanced Underwriters' Clinic will convene in the Illini Union Building. The Illinois State Association of Life Underwriters is cooperating with the U. of I. in this project.

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Helen McElwee, Copywriter
(Miss) Betty Waldrop, Copywriter
(Mrs.) Dolores Bass, Duplicator

ONE AUGUST ISSUE

Any news items should be received at 118 Illini Hall by Friday, August 10.

JOHNSTON PRESENTS CERTIFICATES (Continued)

tion of the American Society for Quality Control, Bob Johnston awarded certificates to forty-five persons who had recently completed the extramural course, Quality Control and Sampling. Mr. Ray Saddorus of the A. O. Smith Corporation, Milwaukee, gave an address entitled, "Quality Control - What It Is and What It Will Do."

Thirteen members of the class had a perfect attendance record. Edward Varnum, Mathematician at the Barber-Colman Company of Rockford, was the instructor.

VETERAN USES CORRESPONDENCE COURSES

Neil Garvey, Director of Correspondence Courses, reports that one veteran is being enrolled under the G. I. Bill for three courses in the field of Commerce. This man has previously completed eight courses in this field with grades of "A" and "B". During the period in which this student was working on the courses, he was confined to a tuberculosis sanatorium where it finally became necessary to remove one of his lungs.

This veteran has been admitted to a graduate school in another prominent university for this fall to study for his M. S. in Business Administration and Accounting. The dean of this graduate school is quite familiar with the work in U. of I. Correspondence Courses and has even accepted a considerable amount of the credits earned thereby for application toward the graduate degree.

OLSON'S WORK PRAISED

An excellent expression of appreciation comes from the executive offices of the National Association of Real Estate Board Administration for the high quality of work achieved in the public speaking class in the recent program of the annual seminar for Real Estate Secretaries which was conducted in Chicago June 4-8. We have been informed that the method and techniques applied by the instructor, Larry Olson, made this new feature of the program "an outstanding success."

ROBERT HEDGES TAKES A BRIDE

Robert Hedges, who has been teaching extramural classes in insurance, was married to Miss Jane Elizabeth Brackett on June 16, at Madison, Wisconsin.

The bride, a graduate of the University of Wisconsin, is employed in the of-

fice of the Social Director of the Illini Union. She is also enrolled as a graduate student in psychology and journalism. Mr. Hedges is an assistant and graduate student in the field of insurance economics.

Following a honeymoon in the Great Smoky Mountains, the couple will be at home at A-71, Stadium Terrace, Champaign.

HERE AND THERE

Dean Browne has been reappointed to serve another term on the Illinois Teachers Certificating Board.

Don Smith, VAS, served as a speaker and consultant for the film library workshop conducted at the Office of Public Instruction in Springfield June 21. Representatives came from twenty-three counties to learn film care techniques and to obtain assistance on individual problems.

The directors of extension from the six state-supported institutions of higher learning met with Dean Browne June 1 to discuss ways and means of coordination and pooling their resources.

Miss Peggy Huber of Tuscola has been employed to fill a Junior Clerk-Stenographer position in the Visual Aids Service. Peggy is a June graduate of the Tuscola High School.

L. H. Adolfson, Director, University Extension Division, University of Wisconsin, was on campus and spoke at the dinner meeting of the Illinois Adult Education Association, Wednesday, June 27.

Earl C. Wolfe, ILIR, attended the Centennial International Y.M.C.A. convention at Cleveland, June 21-24. He also participated in the First North American Young Adult Assembly, and in the Sixth National "Hi-Y" Congress.

Because of the heavy demand for Teaching Secondary English - authored by Professors John J. Deboer, Walter V. Kaulfers, and Helen Rand Miller - the McGraw-Hill Book Company is running a second-printing of the text only three months after its publication.

SCHEDULED EXTENSION COURSES FOR THE SUMMER

Tenth Supplement to Volume III, No. 9, January 26, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		CHANUTE			
U-Oy-159	Rhetoric and Composition	U[1]	6-19-51	8-7-51	Geo. S. Conkin
A-Oy-158	Modern Russia and its Problems, 1855 to Present	A[2]	6-12-51	7-31-51	Nelson F. Norman
		HAVANA			
U-Oy-160	Conservation of Natural Resources	U	7-16-51	8-4-51	Wm. D. Masters
		LINCOLN			
U-Oy-156	Recreational Crafts	U	7-2-51	7-13-51	Walter M. Johnson
		SPRINGFIELD			
U-Oy-153	Music for Elementary Teachers	U	7-9-51	7-27-51	Cecile Coombs
		URBANA			
N-1-83	Swimming	N[3]	6-29-51	8-15-51	Frances Miller
N-1-80	Beginning Sewing	N	6-27-51	8-15-51	Helen Clawson
N-1-82	Sewing, Tailoring	N	6-29-51	8-15-51	Eliz. Alexander
N-1-81	Sewing, Shortcuts	N	6-27-51	8-15-51	Eliz. Alexander
N-1-79	Intermediate Sewing	N	6-26-51	8-14-51	Eliz. Alexander
N-1-88	University Office Procedures	N	7-9-51	8-31-51	Viola Allison and Harry Manley

[1]Carries undergraduate credit.
[2]Carries advanced undergraduate and graduate credit.
[3]Carries no college credit.

Ex2In
cop. 2

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

FIRST SEMESTER EXTRAMURAL COURSES START

September has been a busy month with the beginning of many extramural courses. A printed announcement, entitled Extramural Credit Courses, 1951 Fall Semester, has been widely distributed over the State.

This announcement lists 53 classes to be held in 24 cities and communities of Illinois. On pages 5 - 10 of this issue of the News Letter may be found a listing of 73 classes, both credit and noncredit, which are to be given in 30 different localities of the State. Others will be listed in following issues.

EVENING CLASSES FOR THE NONACADEMIC STAFF

A three-page mimeographed announcement, entitled Self-Improvement Courses, has been mailed to members of the Nonacademic Staff during the past week.

Ten courses listed include Office Procedures, Shorthand I, Shorthand II, Business Correspondence, Effective Speaking, World Affairs, Fundamentals of Drawing and Painting, First Aid, Enameling, and Weaving. These courses are to meet weekly for a period of 16 weeks with the exception of World Affairs which is scheduled for only 8 meetings. All classes meet at 7:00 p.m., with the exception of Office Procedures which meets on Thursdays from 10-12:00 a.m.

Classes start during the first week of October. All interested employees should preregister with Byron E. Fulk, 12e Illini Hall, Extension 2112.

CALENDAR OF EVENTS

September 21-23 - The Junior Red Cross Teacher-Sponsor Conference will be conducted at Allerton Park. The University Welcome will be given by Dean Browne.

September 26-28 - The Supervising Nurses Conference will be held at Allerton Park.

September 27-28 - Dean Browne will be in Chicago to attend a meeting of the Commission for Handicapped Children, which is to be held at the Stevens Hotel.

October 3-6 - The Second Annual Midwest Conservation Conference will be held at Allerton Park. Dean Browne will give the address of welcome.

October 4-5 - Dean Browne will be at Giant City State Park for a Conference of Extension Directors of the Six State-Supported Institutions.

October 5 - The DUE staff meeting will convene in 118 Illini Hall.

October 8-13 - The Fourth Institutional Power Plant Engineers Conference will be conducted at Allerton Park.

Volume IV Urbana, Illinois, September 21, 1951 Number 1

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Pat Bunting, Copywriter
(Mrs.) Eldonna Cox, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

BROWNE BOUNDS BACK

Although some semi-major surgery was performed on Dean Browne at the Burnham City Hospital a few days ago, he recovered quickly and is back at his desk.

NO HOTEL SUITE IN CHICAGO

The DUE will not maintain a hotel suite in Chicago this year.

We were recently informed that the Congress Hotel, in which we have been maintaining one or more suites during the last several years, had decided to increase our rate again this year. Because it was necessary to maintain a high percentage of occupancy in the suite to make it pay its way at our former rates, and because several faculty members indicated very little enthusiasm about staying in it with others present, we have decided to discontinue its reservation.

Each faculty member who plans to spend one or more nights in the "Windy City" is asked to make his own hotel reservation.

Tunis Dekker's secretary in Illini Center will be glad to assist teachers of extramural classes in making room reservations. For those who will be there one or two nights a week on a continuous basis, she will make the initial reservation upon request, then the occupant should make a reservation for the next week when checking out.

In recognition of the high costs incurred in traveling these days, we think all faculty members will exercise caution when reserving rooms by seeking those which are moderately priced, also through selecting moderately priced meals. Our motto is: "Regard the University's money as though it were our own."

VAS ANNOUNCES TAPE RECORDING SERVICE

In response to many requests from Illinois schools, the Visual Aids Service is inaugurating a tape recording service.

Schools will "borrow" the recordings by sending in a roll of magnetic sound recording tape on which the desired recording will be copied from the master recording in the central file of this service. The reel will then be returned for addition to the recording library of the school. Such tapes can also be erased and re-used.

Some typical tape recorded programs that will be available are as follows: THE STORY OF HERALDRY (art study), WILDLIFE G-MEN (conservation), HOW THE EASTERN LILY WAS CHOSEN (kindergarten study), GOOD NUTRITION AND GOOD HEALTH (hygiene), THE EMPIRE AND THE CAESARS (history), FERDE GROFE - MUSICAL PHOTOGRAPHER (music).

These tape recordings can also be used in connection with the literary and music school competition of the State. The new recording medium is another step

forward in enriching class work in such subjects as history, literature, science, music, drama and speech.

BYRON FULK JOINS DUE STAFF

Byron E. Fulk comes to the DUE from the Department of Psychology where he has been employed during the past four years. His duties will be those of an extension specialist.

Mr. Fulk has received the A. B. and M. A. degrees from the University of Illinois. He served with a B-29 group in the Pacific theater during World War II, and has worked the last eighteen months with the Human Resources Research Program of the Air Force.

Byron is married and has one child, Penny, age five. Their home is located at 106 Vermont Street, Urbana.

WEDDING BELLS RING AGAIN

The former Misses Dorothea Saathoff and Betty Waldrop have recently resigned from their work with the DUE to become brides.

Dorothea, who was a Clerk-Typist II in the Correspondence Courses Section, was married to James E. Grider, who is now serving in the U. S. Navy. Mr. Grider was formerly employed in the Office Supply Store Room. Dorothea and James are at home in San Diego, California.

Betty, who was Receptionist and Clerk-Stenographer II in the main office, was married to Webb Timm of Tuscola. After enjoying a honeymoon trip through the North, they will be at home in Tuscola where they plan to operate the Poplar Cabins for tourist trade.

The DUE regrets losing the services of Dorothea and Betty but wishes them every success and happiness.

NEW DUE EMPLOYEES

Mrs. Donna Walker has joined the DUE staff to work in the Correspondence Courses Section. She is a graduate of Waterman High School and has had two years of college training, having attended both Occidental College and the University of Illinois. Her husband is a student in the College of Agriculture.

Mrs. Eldonna Cox has just been employed to fill the position of Receptionist and Stenographer in the main office. She is a graduate of DeVilbiss High School, Toledo, Ohio, and was formerly employed in the Department of Bacteriology. Her husband, Robert, is stationed with the U. S. Air Force at Chanute Field.

Hilton Stone, Jr., has been appointed to the position of Clerk in the Visual Aids Service. A native of southern Illinois, Hilton has worked as a student employee for VAS during the past two years. He also had three years of experience in Army Training Aids Exchanges during World War II.

KRUMSIEK ENTERS BUSINESS FIELD

Walt Krumsiek has accepted a position with Tepper's Hardware in Urbana. He will be in charge of sales promotion, advertising, and credit collections.

Walt joined the DUE staff in 1945. His cheerful smile will be missed in the several offices within the Division.

We wish him success and happiness in his new work.

DUE MEMBERS ILL IN HOSPITAL

Miss Florence Nesler, Receiving Clerk in VAS for the past six years, has been spending her "vacation" in Burnham City Hospital, being quite ill with a virus condition and an operation. She is now recuperating at home. All of DUE send best wishes for a rapid recovery. Flo has been serving as treasurer of the DUE Welfare Fund since its beginning in October, 1949.

Mrs. Pat Bunting of the Correspondence Courses is ill at Carle Memorial Hospital with a condition that has been difficult to diagnose. The DUE wishes her a complete and swift recovery. Pat has been typing the mats for multigraphing the News Letter.

INSURANCE SHORT COURSE

Due to low enrollment, the Insurance Short Course, Part I, formerly scheduled to be held at Allerton Park was held on the Urbana Campus September 17-21.

HERE AND THERE

Hal Bergdahl of Chicago has recently been appointed to the Advisory Committee of the Cook County Department of Health. Hal has been teaching several DUE extramural classes in Salesmanship during the last several years and is scheduled to continue teaching this year.

C. O. Jackson, who has been teaching regularly on the DUE staff, reports that he has experienced a very enjoyable summer. Nine weeks were spent in teaching graduate classes in Health Education at the University of Arkansas. This was followed by a 6,000 mile tour through the West.

J. E. Clettenberg, Director of Extension at Northern Illinois State Teachers College, was a DUE caller on Thursday, September 6.

T. E. Benner, L. V. Peterson, and R. N. Evans have completed a course at the University Airport leading to a private pilot's license.

SCHEDULED EXTRAMURAL COURSES FOR THE FALL SEMESTER

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		ALTON			
N-2-38	Basic Industrial Safety-Part A	N[1]	9-11-51	10-23-51	George W. Harper
		BENTON			
G-Oy-164	Agricultural Education in Secondary Schools	G[2]	9-20-51	1-10-52	George F. Deyoe
		CHANUTE			
U-Oy-216	Introduction to Psychology	U[3]	9-17-51	11-8-51	Frank Costin
		CHARLESTON			
G-Oy-167	Fundamentals of Curriculum Development	G	9-22-51	1-12-52	J. Harlan Shores
G-Oy-166	Educational and Vocational Guidance	G	9-19-51	1-9-52	G. F. Anderson
A-Oy-165	Social Foundations of Education	A[4]	9-20-51	1-10-52	W. O. Stanley
		CHESTER			
U-Oy-168	First Aid	U	9-10-51	12-31-51	Warren J. Huffman
		CHICAGO			
A-Oy-169	Philsophy of Education	A	9-22-51	1-12-52	B. Othanel Smith
A-Oy-171	Audio-Visual Materials and Problems	A	9-18-51	1-8-52	L. V. Peterson
G-Oy-172	Independent Study-- Building A Curriculum in Family Life Education	G	9-19-51	1-9-52	Anita Dowler
G-Oy-170	Elementary School Core Programs	G	9-19-51	1-9-52	F. P. Barnes

[1] Carries no college credit.
[2] Carries graduate credit.
[3] Carries undergraduate credit.
[4] Carries advanced undergraduate and graduate credit.

CHICAGO

N-3-103	Professional Engineering Refresher Course	N	9-18-51	11-8-51	A. C. Cobb
N-3-88	Group Work--Girl Scouts of America	N	10-4-51	11-29-51	W. Paul Simon
N-3-89	Narrative Recording in Group Work	N	9-27-51	11-15-51	W. Paul Simon
N-3-106	Salesmanship	N	9-25-51	12-11-51	H. Bergdahl
N-3-105	Salesmanship	N	9-25-51	12-11-51	H. Bergdahl
N-3-96	Conference Leadership	N	9-25-51	1-22-52	John F. Humes
N-3-95	Conference Leadership	N	9-25-51	1-22-52	John F. Humes

DANVILLE

A-Oy-174	Criminology	A	9-25-51	1-15-52	Donald R. Taft
A-Oy-173	Library Material for Adolescents	A	9-25-51	1-15-52	Marie M. Hostetter

DECATUR

N-4-33	Insurance Principles and Practices-Part Ia	N	9-24-51	1-21-52	Robert I. Mehr

EAST ST. LOUIS

A-Oy-176	Introduction to Evaluation	A	9-22-51	1-12-52	C. W. Odell
G-Oy-177	Diagnostic and Remedial Programs of the School	G	9-19-51	1-9-52	E. W. Dolch
U-Oy-178	Organization and Operation of the School Library	U	9-17-51	1-7-52	Viola James

GALESBURG

G-Oy-179	Supervision and Adminstration of Industrial Education	G	9-26-51	1-16-52	Rupert N. Evans

GRANITE CITY

N-2-26	Basic Industrial Safety-Part A	N	9-20-51	11-1-51	George W. Harper
N-2-42	Basic Industrial Safety-Part A	N	9-20-51	11-1-51	George W. Harper

GRANITE CITY

N-2-41	Basic Industrial Safety-Part A	N	9-20-51	11-1-51	George W. Harper
N-2-33	Basic Industrial Safety-Part A	N	9-20-51	11-1-51	George W. Harper
U-Oy-180	Special Methods in Industrial Education	U	9-24-51	1-14-52	Rupert N. Evans

JACKSONVILLE

G-Oy-181	Supervised Farming in Vocational Agriculture	G	9-19-51	1-9-52	George P. Deyoe

JOLIET

N-3-101	Techniques of Supervision	N	10-9-51	2-5-52	Gilbey Mehagen
N-3-102	Labor Legislation--Social and Protective	N	9-25-51	1-22-52	Herman Erickson

KANKAKEE

A-Oy-182	Audio-Visual Materials and Problems	A	9-17-51	1-7-52	D. W. Smith

LA SALLE-PERU

A-Oy-183	Mental Hygiene and the School	A	9-18-51	1-8-52	Murray Horwitz
G-Oy-185	Diagnostic and Remedial Programs of the School	G	9-19-51	1-9-52	E. M. Woodman
G-Oy-184	Introduction to Evaluation	G	9-19-51	1-9-52	D. R. Krathwohl

MARSEILLES

A-Oy-162	Advanced Soil and Water Conservation Practices	A	9-20-51	11-15-51	Ralph C. Hay

MOLINE

G-Oy-188	Educational Administration	G	9-18-51	1-8-52	P. Van Miller
A-Oy-189	Care and Education of Orthopedically Handicapped Children	A	9-20-51	1-10-52	George T. Stafford
A-Oy-186	Psychology of Learning for Teachers	A	9-20-51	1-10-52	T. E. Newland

MOLINE

G-Oy-187	Advanced Child Development for Students of Education	G	9-20-51	1-10-52	G. W. Sowards
N-5-39	Human Relations and Supervision	N	10-3-51	2-6-52	Homer Gammill

MT. VERNON

U-Oy-193	Organization and Operation of the School Library	U	9-18-51	1-8-52	Viola James
G-Oy-192	Educational Administration	G	9-19-51	1-9-52	A. W. Clevenger
G-Oy-191	Advanced Child Development for Students of Education	G	9-17-51	1-7-52	W. E. Martin
A-Oy-190	Psychology of Learning for Teachers	A	9-19-51	1-9-52	R. H. Simpson

MURPHYSBORO

U-Oy-194	Principles of Health Education	U	9-11-51	1-1-52	Warren J. Huffman

OLNEY

U-Oy-195	Organization and Operation of the School Library	U	9-19-51	1-9-52	Viola James
G-Oy-196	Vocational Education in Agriculture for Adults	G	9-20-51	1-10-52	H. M. Hamlin

PEORIA

G-Oy-199	Fundamentals of Curriculum Development	G	9-19-51	1-9-52	W. V. Kaulfers
A-Oy-197	Social Foundations of Education	A	9-17-51	1-7-52	Foster McMurray
G-Oy-198	Educational and Vocational Guidance	G	9-17-51	1-7-52	M. M. Ohlson

ROBBS

A-Oy-200	Sheep Production	A	12-1-51	2-20-52	J. M. Lewis

ROCKFORD

A-Oy-201	Psychology of Learning for Teachers	A	9-17-51	1-7-52	R. E. Schultz

ROCKFORD

G-Oy-202	Advanced Child Development for Students of Education	G	9-19-51	1-9-52	D. P. Ausubel
N-5-47	Engineer Refresher	N	9-5-51	11-7-51	Chas. N. Debes
N-5-49	Real Estate Fundamentals	N	9-13-51	1-10-52	Wm. H. Barnes
N-5-46	Charter Property Casualty Underwriters--Part IIa	N	9-17-51	1-14-52	Robert Hedges
N-5-38	Basic Industrial Safety	N	9-17-51	1-14-52	George Harper

SHELBYVILLE

U-Oy-163	Safety Education	U	9-20-51	1-18-52	Warren J. Huffman

SPRINGFIELD

U-4-30	Government in Illinois	U	9-17-51	1-7-52	Jack F. Isakoff
A-Oy-206	Audio-Visual Materials and Problems	A	9-18-51	1-8-52	C. W. Stone
G-Oy-205	Elementary School Core Programs	G	9-18-51	1-8-52	J. T. Moore
G-Oy-207	Problems in Health Education	G	9-18-51	1-8-52	C. O. Jackson
U-Oy-208	Geography of Illinois	U	9-19-51	1-9-52	Walter McDonald
A-Oy-210	Introduction to Public Administration	A	9-17-51	1-7-52	Phillip Monypenny

STREATOR

N-5-52	Industrial Relations for Foremen	N	10-9-51	12-4-51	Earl Wolfe
N-5-51	Industrial Relations for Foremen	N	10-9-51	12-4-51	Earl Wolfe

URBANA

G-Oy-146	Agricultural Education for First Year Teachers	G	9-17-51	1-28-52	L. J. Phipps
N-Oy-213	Aging Successfully	N	9-7-51	1-25-52	R. L. Peterson

		VANDALIA			
U-Oy-212	Safety Education	U	9-12-51	1-2-52	Warren J. Huffman
		WATERLOO			
A-Oy-161	Pork Production	A	8-1-51	11-14-51	James E. Corbin
		WATSEKA			
G-Oy-21	Problems in Health Education	G	9-19-51	1-9-52	George T. Stafford

EZ u 2 In
p.2

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

"OPERATION BOOTSTRAPS"

The Extramural Courses Section of the DUE is again cooperating with the Chanute Air Force Base through conducting credit courses in the program called "Operation Bootstraps." The Air Force is attempting to raise the educational level of its personnel through this project.

Classes and instructors of the current program are as follows: College Algebra - J. H. Hornback; Introduction to Psychology - Frank Costin; Tsarist Russia, Its Background, Expansion, and Problems to 1855 - Nelson F. Norman; Principles of Accounting - R. I. Dickey; Introduction to Business - R. H. McEvoy; Personality and Social Behavior - S. S. Dubin; Freshman Rhetoric and Composition (two sections) - J. D. Bailey and George S. Conkin. These eight classes have a total enrollment of 125.

During the program of last year, a serious problem arose in that many of those enrolled were transferred to other bases before the completion of their classes To help in solving this problem, the classes are meeting twice instead of once each week, thereby decreasing the length of the term from sixteen to eight weeks.

Scott B. York, Supervisor of Extramural Classes, is working closely with the Information and Education Officer at Chanute Field in the administration of this program.

ASSIST AIR FORCE WITH PERSONNEL PROBLEMS

Dr. Gerald (Jerry) Carter, psychologist, and (Continued on Page 2)

CALENDAR OF EVENTS

October 15-19 - The Driver Training Seminar for high school teachers will be conducted at the McKinley Foundation, Champaign, by the DUE in cooperation with the American Automobile Association. Mr. A. E. Florio, Assistant Professor of Physical Education for Men, will be the instructor.

October 17-18 - The Illinois Bankers Conference will be held on the Urbana Campus. This Conference is being presented through the cooperation of the DUE, the Illinois Bankers Association, the Colleges of Commerce and Agriculture.

October 18 - Dean Browne will give the address at the annual meeting of the Illinois Library Trustees at Chicago.

October 18-21 - The International Association of Public Employment Services Conference will convene at Allerton Park. This Conference is being sponsored by the DUE and The Institute of Government and Public Affairs.

October 19-20 - Dean Browne will preside at the meeting of the Association of Summer Deans and Directors to be held at Northwestern University. He is President of the Association.

Volume IV Urbana, Illinois, October 12, 1951 Number 2

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Pat Bunting, Copywriter
(Mrs.) Eldonna Cox, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

ASSIST AIR FORCE WITH PERSONNEL PROBLEMS (Continued)

Tunis Dekker, specialist, both of the DUE, are giving assistance in training Trainers and Supervisors for the Air Force during the present semester.

Jerry has recently presented a condensed version of the new Air Force Supervisory Training Program to Generals and their Deputies at Stewart Air Force Base, New York, and at Central Air Defense Force Headquarters, Kansas City. Tunis was simultaneously working with Trainers at the same locations.

During last summer, Jerry assisted in developing, then demonstrated, this condensed version of the Training Program to upper echelon personnel at bases in Kansas City, San Francisco, and West Point.

Their next assignment will take them to Hamilton Air Force Base, San Francisco, for three weeks beginning October 22nd and ending November 12th.

LABOR UNION PUBLICATION EXHIBIT ON DISPLAY

A variety of Labor Union publications have been placed on display in the North-South corridor of the University Library by the Institute of Labor and Industrial Relations.

This exhibit has been prepared by Ralph McCoy, Librarian at the Institute of Labor and Industrial Relations, from materials most of which were obtained by the ILIR through its participation in the University Extension program in various parts of the State. Through Extramural Classes and Conferences, many Union documents and publications have been collected and preserved in the University Library.

Among the unusual items in the exhibit are comic books, the first Union Daily Newspaper, a fifty-year-old Union Charter, and a copy of the First Proceedings of the 82-year-old Knights of Labor, the forerunner of the American Federation of Labor.

This exhibit will remain on display until October 14.

DUE TRAVEL

Each person contemplating travel at DUE expense is expected to complete a request for travel authorization form and send it to the main office, 118 Illini Hall. If no blank is at hand, the information concerning travel plans should be given by calling

C. D. McMurry on Extension 412.

Whenever any change of plan is made, this information should also be conveyed in advance to Mr. McMurry. This is especially important if it involves the cancellation of a University Car. By so doing, the car in question becomes available for use on some other University trip. The DUE also wishes to be informed in advance when anyone scheduled to travel by University plane has any change of plan.

CLASSES FOR LABOR AND MANAGEMENT

Nineteen Extramural Classes for Labor and Management groups are being conducted by DUE and ILIR personnel in Illinois cities this semester.

Ten classes are being held in Chicago for supervisors, managers, union workers, steel workers, dairy men, and railroad men. City-wide classes have been scheduled in Joliet, Moline, and Streator for foremen, supervisors, and labor union personnel. They will study supervision, human and industrial relations, and labor legislation. In Sterling, while a group of supervisors is studying the techniques of supervision, a local union will be studying grievance handling and human relations. A class in Social Welfare Legislation is to be held at Ottawa for the CIO Industrial Council.

GARRETSON JOINS DUE STAFF

Robert L. Garretson of Greeley, Colorado, has joined the Music Staff of the DUE. He will direct choral extension work through the Music Extension Section.

Mr. Garretson, who holds A. B. and M. A. degrees from the Colorado State College of Education at Greeley, has been at Teachers College, Columbia University, for the past 15 months completing the residence requirements for the Ed. D. Degree in music education.

He is a former member of the U. S. Army Band. Between 1947 and 1950 he taught vocal and instrumental music at Reno, Nevada, where he was active in the Music Educators National Conference, and served as state chairman of the junior high school curriculum committee for that organization.

MEYERS AND POLNER JOIN ILIR STAFF

Although Fred Meyers is on the research staff of ILIR, he will teach an extension class at Ottawa. Fred formerly taught at the University of Texas, the University of North Carolina, and Michigan State College. He also had employment with the OPA and Labor Bureau of the Midwest, and the U. S. Treasury Department in Germany. He is the author of a recent book entitled, The Economics of Labor Relations.

Walter Polner is on joint appointment as instructor with both DUE and ILIR. He has received A. B. and M. A. degrees from the University of Wisconsin. His experience includes being an extension lecturer and research assistant at the University of California. He has also taught at Long Beach City College and at Mt. St. Mary's College. Last summer, he attended the University of Wisconsin

NEW DUE EMPLOYEE

Miss Marybelle Brown recently joined the DUE by accepting a Clerk-Stenographer III position in the Music Extension Section.

Marybelle is a graduate of the Urbana High School. Prior to her present employment, she held a secretarial position for several years at the University Place Christian Church which was followed by a similar position at Chanute Air Force Base. She lives at 503 East University, Champaign.

SCHEDULED EXTRAMURAL COURSES FOR THE FALL SEMESTER

First Supplement to Volume IV, No. 1, September 21, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		CHICAGO			
N-3-115	Human Relations and Supervision	N[1]	9-26-51	2-6-52	Homer Gammill
N-3-119	Salesmanship	N	9-25-51	12-11-51	D. Stevenson
N-3-107	Basic Speech	N	9-25-51	12-11-51	Lawrence W. Olson
N-3-108	Basic Speech	N	9-25-51	12-11-51	Lawrence W. Olson
N-3-118	Public Speaking	N	10-1-51	1-14-52	Wayne Thompson
N-3-90	Human Relations	N	9-25-51	1-29-52	J. F. Humes
N-3-92	Human Relations	N	9-25-51	1-29-52	Homer Gammill
N-3-91	Human Relations	N	9-27-51	1-31-52	J. F. Humes
N-3-93	Human Relations	N	9-26-51	1-30-52	J. F. Humes
		DECATUR			
N-4-41	Professional Engineering Refresher	N	9-11-51	11-13-51	E. R. Bretscher
N-4-29	Quality Control	N	9-19-51	1-21-52	J. A. Henry
N-4-40	Quality Control	N	9-19-51	1-21-52	J. A. Henry
		EAST ST. LOUIS			
A-Oy-175	Mental Hygiene and the School	A[2]	9-19-51	1-9-52	R. Eliz. Brown
		FT. SHERIDAN			
U-3-117	Basic Mathematics	U	9-25-51	12-10-51	Chas. E. Olsen
U-3-99	Composition	U	9-27-51	12-20-51	Eugene Weigel

[1] Carries no college credit.

[2] Carries advanced undergraduate and graduate credit.

GRANITE CITY

N-2-44	Basic Industrial Safety-Part A	N	11-8-51	1-3-52	Geo. W. Harper
N-2-45	Basic Industrial Safety-Part A	N	11-8-51	1-3-52	Geo. W. Harper
N-3-46	Basic Industrial Safety-Part A	N	11-8-51	1-3-52	Geo. W. Harper
N-2-47	Basic Industrial Safety-Part A	N	11-8-51	1-3-52	Geo. W. Harper

MOLINE

N-5-48	Engineering Refresher	N	9-11-51	11-13-51	Lloyd Brown

MONSANTO

U-2-29	Stoichiometry	U	10-2-51	1-29-52	Max S. Peters

OTTAWA

N-5-54	Labor Relations Legislation	N	10-19-51	12-7-51	Fred Meyers
N-5-50	Labor Relations Legislation	N	10-19-51	12-7-51	Fred Meyers

RANTOUL

U-Oy-215	College Algebra	U[3]	9-18-51	11-8-51	J. H. Hornback
U-Oy-221	Freshman Rhetoric and Composition	U	9-18-51	11-8-51	J. D. Bailey
U-Oy-214	Freshman Rhetoric and Composition	U	9-17-51	11-7-51	Geo. S. Conkin
U-Oy-220	Personality and Social Behavior	U	9-17-51	11-7-51	S. S. Dubin
U-Oy-218	Principles of Accounting	U	9-17-51	11-7-51	R. I. Dickey
U-Oy-217	Tsarist Russia, Its Background, and Expansion Problems to 1855	U	9-18-51	11-8-51	N. F. Norman

---

[3] Carries undergraduate credit.

		RANTOUL			
U-Oy-219	Introduction to Business	U	91-8-51	11-8-51	R. H. McEvoy
		ROCKFORD			
N-5-58	Elementary Quality Control	N	10-4-51	11-29-51	Ed. C. Varnum
N-5-57	Quality Control Mathematics	N	10-2-51	11-20-51	Ed. C. Varnum
G-Oy-203	Educational Administration	G[4]	9-17-51	1-7-52	T. E. Benner
		SPRINGFIELD			
N-4-42	Fundamentals of Public Speaking	N	9-27-51	1-31-52	Robert Scott
N-4-27	Sales Management	N	10-1-51	11-19-51	R. G. Seymour
N-4-31	Office Practice for Secretaries	N	9-18-51	12-10-51	L. O. Kerwood
A-Oy-204	Philosophy of Education	A	9-19-51	1-9-52	K. D. Benne
N-4-32	Business Letter Writing	N	9-19-51	11-7-51	F. W. Weeks
U-4-35	Freshman Rhetoric and Composition	U	9-19-51	1-30-52	Constance Nicholas
		STERLING			
N-5-56	Grievance Problems and Human Relations	N	10-10-51	12-5-51	John Brumm
N-5-42	Techniques of Supervision in Mobilization	N	10-10-51	12-5-51	Earl Wolfe

---

[4] Carries graduate credit.

IRu2In
Cop. 2
I ll. Coll.

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

THE LIBRARY OF THE
NOV 16 1951
UNIVERSITY OF ILLINOIS

CONGRATULATIONS!

A letter from the University of Pittsburg contains the news that F. W. Shockley, Director of University Extension, is now in his 35th year as a University Extension staff member, having started in 1917 as Head of the Fort Wayne Center of Indiana University. "Shock" looks to the younger extension workers of the country for many new ideas, but also welcomes advice from all who are his seniors in service.

Director Shockley and Dean Browne are warm personal friends. The latter offers congratulations to Shock for his long record of extension service.

JOHN HUMES, JR., HOSPITALIZED

John Humes, Jr., son of J. F. Humes, entered Carle Memorial Hospital on Tuesday, October 23, with a severe case of pneumonia. He was released on the following Saturday, but will need to recuperate at home for about ten days.

John is a freshman at the U. of I. All of DUE wish him a rapid and complete recovery.

DUE WELFARE FUND RULES REVISED

The Committee appointed to revise the constitution of the Welfare Fund Organization has done its best to prepare a consti- (Continued on Page 2)

CALENDAR OF EVENTS

November 9 - The DUE staff meeting will convene at 118 Illini Hall.

November 12-14 - The Illinois Association of County Clerks Conference will be held at Robert Allerton Park under the auspices of the Institute of Government and Public Affairs and the DUE.

November 13-14 - The Atomic, Bacteriological, and Chemical Warfare Course will be offered on campus with Professor Harold E. Babbitt coordinating.

November 13-14 - The Fourth Annual Traffic Engineering Conference will be held on campus.

November 13 - Dean Browne will be in Decatur to speak at the dinner meeting of the Decatur Federation of Teachers, which is to be held at St. Paul's Lutheran Church of Decatur. The title of his talk is "Leaning Against the Wind."

November 14 - An Office Management Institute will be conducted at Belleville by the College of Commerce and the DUE.

November 23-24 - A conference entitled "Problems in Trial Practice" will be held in Altgeld Hall by the College of Law and the DUE.

Volume IV Urbana, Illinois, November 9, 1951 Number 4

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Pat Bunting, Copywriter
(Mrs.) Eldonna Cox, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

TRAVELING BY PUBLIC CARRIER

When traveling on University business by public carrier, Transportation Tax Exemption Certificates must be used to enable one to receive complete reimbursement for the cost of the fare.

DUE WELFARE FUND RULES REVISED (Continued)

tution which is concise and, at the same time, flexible enough to cover unforeseen situations. Every suggestion submitted by participants received consideration, and the Committee, realizing that it could not incorporate all the suggestions in the constitution, attempted to include those which were favored by a majority of the participants. We sincerely hope this constitution will serve its purpose and that it will receive unanimous approval.

The revised constitution specifys:

1. A Welfare Committee should be organized. An opinion census in the Division indicates most employees are in favor of such a move.

2. The Welfare Committee should be composed of six members, five of whom are from the nonacademic group and one from the administrative staff. Membership on the Committee is to be determined by election. In the interest of having representation from the various separated sections of DUE, one member should be from each of the following offices: Correspondence, the Dean's, Extramural, Music Extension, and Visual Aids. Members of the Welfare Committee are to elect their own officers; one to be Chairman, one Treasurer, and one Assistant Treasurer to act for the Treasurer when he is absent and to purchase all gifts.[1]

3. Contributions should be made on a monthly basis of 25¢ by each nonacademic person and a higher flat fee[2] by each academic or administrative staff member. If an individual wishes to make a whole year's contribution in advance, it should be accepted, but should that individual sever connections with DUE before the year is completed, whatever fractional amount of his contribution is not yet payable is to be returned.

4. There shall be no cash gifts; instead, the Assistant Treasurer shall purchase gifts. The Assistant Treasurer shall have a leeway of 50¢ either way from the following indicated amounts for the purchase of all gifts and flowers. Benefits recommended are: for funerals $7.50, for births $5.00 (to include all members of DUE who become parents), separations $5.00, weddings $5.00, for serious illness of member of DUE and hus-

---

[1] Gifts are construed to be appropriate tangible items including flowers.
[2] This has been set at 50¢ per month.

band or wife (except when eligible for birth gift) $5.00. In order to be eligible for separation gift, the individual must have been in the employ of DUE for 11 months; for other benefits, there shall be no minimum time limit. Also, mention should be made here of female employees who may, because of pregnancy, separate from employment. If such an employee has met the qualifications for a separation gift, at the time of the birth of the expected offspring, this former employee shall also be eligible to receive a birth gift. Funeral considerations should be limited to father, mother, husband, wife, brother, sister, or children of the employee.

5. In December of each year, it is thought that not more than $20.00, provided this amount will not deplete the fund to less than $10.00, shall be spent on a Christmas Party.

6. Money collected for the Welfare Fund should be deposited in one of the local banks in a checking account, and two members of the Welfare Committee should be empowered to write checks on the fund--one to be the primary person responsible, and the second to act in the event the first person is absent.

7. The person who is given primary responsibility for the deposit of money in the bank (Treasurer) and the writing of necessary checks, and the person who purchases all gifts and flowers (Assistant Treasurer) shall be relieved of payment of any contributions.

8. Only full-time employees of DUE are to be asked for contributions. Part-time employees may elect to contribute to the Fund if they so desire, and by such contributions, part-time employees become eligible for the benefits.

9. The representative who collects money in each office shall report all people in his office who are eligible for benefits to the Assistant Treasurer who will make the purchases.

10. The Treasurer shall submit an itemized accounting on October 1, by sending each member a mimeographed copy.

11. The Treasurer shall ask the chairman to call a meeting of the Committee whenever funds are either depleted or excessive so that it can make an additional assessment or a moratorium from payment of dues if necessary or considered advisable.

12. The Committee shall have the power to act in an emergency at its discretion.

VITAMINS TO US

Because of the heavy early-semester pressure under which we have been working the last two months, reporting on our vitamins has been neglected.

Two letters came to our desk just as we were getting ready to go to press. We are including their contents because we think several of you will be interested in them. The first one is from the President of the Illinois Bankers Association which says:

> "On behalf of the Banks of the State of Illinois I would like to take this opportunity to thank you for the part that you played in the program of the Illinois Bankers Conference held at the University on October 17 and 18.
>
> "In my estimation, the Conference was very successful and I am sure, thru your help and guidance, the way has been paved for a bigger and better Conference for the year 1952. From the comments that I received, I am sure that the bankers were well satisfied with the material that they received from the various speakers, which I am sure was so, because of the attendance at the various sessions.
>
> "Your participation and guidance in this program has been most helpful to the bankers and, as their President, I would like to express our sincere thanks."

The subject matter of this conference was prepared and presented by faculty members in the Colleges of Agriculture and Commerce.

The other letter was written by the Chief Supervising Engineer in the Department of Public Welfare. Here is what it says.

> "I wish to thank you for your part in the very excellent program for the institutional power plant engineers held at Robert Allerton Park, October 7-12. This was by far the best program that has been presented to this group. Even the weather cooperated in the program; and I'll say it really was nice.
>
> "I requested a reservation beginning October 12, 1952 for the school next year. This will extend from Sunday to Sunday.
>
> "I will discuss the course of study and program with you later."

Faculty members in the College of Engineering and the DUE planned and presented the subject matter of this institute.

Both letters were addressed to Mr. R. K. Newton, our supervisor of conferences. In addition to assuring him that the projects were satisfactorily conducted, these voluntary comments are vitamins to us.

CHANGES OF DUE PERSONNEL

The DUE has had a few changes in personnel lately.

Those who have left are Miss Hazel Varvel and Peggy Huber. Hazel had been in the Correspondence Courses Section since June, 1950. Peggy has been with the Visual Aids Service since last June.

Those joining the DUE "family" are Mrs. Virginia Scherlong, Mrs. Donna Layer, and Mrs. Divona Donaldson. Virginia, who will work in the Correspondence Courses Section, is a graduate of Proviso Township High School (Maywood). Her husband, Robert, is a junior in the College of Agriculture. Donna will give part-time stenographic assistance in the office of Messrs. Byron E. Fulk, Homer L. Gammill, and John F. Humes. She is a graduate of New Trier High School (Winnetka) and has completed five semesters of college work. Her husband, William, is a senior in Economics. Divona succeeds Peggy Huber as stenographer in Visual Aids Service. She graduated from her home-town high school, Farmer City; and worked three years as a legal secretary prior to joining the DUE staff. We heartily welcome them to our clan.

AIR DEFENSE COMMAND TRAINS TRAINERS

Our office recently received a copy of the Air Times which contains an interesting article describing the Air Force's new program designed to "train the trainers." It gives an account of the work being done by Jerry Carter and Tunis Dekker, who are now in San Francisco. Near the beginning of the article it states:

> "The program was devised by the Air Defense Command after it became apparent through staff visits and inspection that many experienced supervisors do not know how to impart their knowledge and skill to apprentices.
>
> "Under the eye of the Directorate of Operations and Training, the courses were prepared by two University of Illinois Professors with broad experience in industrial personnel programs.
>
> "Dr. Gerald C. Carter, Associate Professor of Psychology and Mr. Tunis H. Dekker, Extension Specialist, put the program in motion at Eastern Air Defense Force Headquarters where 24 picked supervisors completed a three-week instructors course September 28. They are now conducting a similar program for Western Air Defense Forces in San Francisco.
>
> "Command-wide training of trainers was recently announced by Air Defense Command which reported that it has begun a 'training course for trainers,' intended to mushroom, if it proves effective, into improved on-the-job training for supervisors all along the line among officers and noncoms.
>
> "The program's objectives are not new in the Air Force, but according to Lt. Col. Rosco B. Woodruff, EADF Project Officer, no other major air com-

mand has gone as far as ADC in training instructors to teach Human Relations and Instruction Techniques through conference sessions.

"The Human Relations Course teaches that many problems can be prevented by daily application of four foundations for good relations--let each worker know how he is getting along, give credit where due, tell people in advance about changes that will affect them, make best use of each person's ability. These add up to treating the airman as an individual and taking an interest in his problem."

DON SMITH ATTENDS STATE MEETING

Don Smith attended the annual fall meeting of the Illinois Audio-Visual Association, which was held at Springfield October 24-26. He was also a participant speaking on the problems of developing county audio-visual material centers.

Don was elected to the executive and program planning committees of the Association.

HUFFMAN RECEIVES HIS DOCTORATE

Warren J. Huffman, Assistant Professor in Physical Education in Extension, recently completed all the requirements for his Ed.D. degree at the University of Illinois. His thesis was entitled "Personality Variations Among Men Preparing to Teach Physical Education."

During the present semester, Warren is teaching extension classes at Chester, Murphysboro, and Vandalia.

WOLFE ATTENDS NATIONAL MEETING

Earl C. Wolfe attended the annual meeting of the International Committee of the Y. M. C. A. at Niagara Falls, Ontario, October 19-21. He also took part in the meetings of the Committee on Interpretation and Support of the World Program, and the National Council Meeting on Youth Program.

THOMPSON ELECTED PRESIDENT

Dr. Wayne N. Thompson, Head, Speech Staff, Chicago Undergraduate Division, is the new president of the Illinois Speech Association. The election was held at the annual meeting in Urbana on October 27, and the term is for one year. Dr. Thompson was the first vice-president last year and had charge of planning the sectional meetings in rhetoric and public address.

Dr. Thompson is the author of an article entitled, "Placing a Premium upon Cooperativeness in Discussion," which appears in the autumn issue of Speech Activities.

We understand that Dr. Thompson is also the proud possessor of a new tennis trophy secured for participation in the program of the Chicago Park District Tennis Association. He ranked fifth in the men's "B" Division for the 1951 season and played the No. 1 position for the Garfield Park team, which was the runner-up in the city.

HERE AND THERE

Members of the Correspondence Courses Section held a wiener roast in Hessel Park on Friday evening, October 19.

ILIR and DUE are drawing up final plans for the third annual Central Labor Union Conference at Robert Allerton Park, December 1 and 2. They will conduct the conference--"Unions and Emergency Controls"--for the Illinois State Federation of Labor.

Don Smith, Supervisor of the Visual Aids Service, is the author of an article, "Using Films for School Public Relations," which appeared in the October issue of the Audio-Visual Guide.

Starting November 7, the DUE began an eight-weeks course for the Retail Clerks Joint Council in Chicago. Course topic was "Social Welfare Legislation." Herman Erickson, ILIR-DUE was the instructor for the class, which meets each Wednesday for two hours.

Earl C. Wolfe addressed a group of 100 young executives from business and industry from 27 Illinois communities at a recent meeting held in Springfield under the auspices of the Illinois Area Y. M. C. A.

About 40 Illinois members of the International Association of Public Employment Services attended their sixth annual educational conference at the University October 18, 19, and 20. They met at Robert Allerton Park, where ILIR, DUE, and the Institute of Government and Public Affairs conducted the three-day institute.

Professor G. M. Blair gave two addresses at the Teachers Institute held at Muskegon, Michigan, on September 4.

SCHEDULED EXTRAMURAL COURSES FOR THE FALL SEMESTER

Third Supplement to Volume IV, No. 1, September 21, 1951

Code Number	Title	Credit Status	Beginning Date	Ending Date	Instructor
		ALTON			
N-2-30	Basic Industrial Safety	N[1]	11-8-51	12-20-51	Geo. W. Harper
		CHICAGO			
N-L-69	Social Welfare Legislation	N	11-7-51	1-16-52	Herman Erickson
U-Oy-222	Supervision of Instruction in Industrial Education	U[2]	10-1-51	1-28-52	M.Keith Humble
U-Oy-223	Teaching Shopwork - Preparation of Instructional Material	U	10-4-51	1-31-52	M.Ray Karnes
N-3-98	Collective Bargaining	N	9-28-51	11-15-51	Herman Erickson
		KANKAKEE			
A-Oy-226	Audio-Visual Materials and Problems	A[3]	10-1-51	1-28-52	Don W. Smith
		SPRINGFIELD			
N-4-43	Foundation Engineering	N	10-2-51	1-29-52	R. B. Peck T.H. Thornburn

[1] Carries no college credit.
[2] Carries undergraduate college credit.
[3] Carries graduate college credit.

C
IZu2In
Cop.2

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

THE LIBRARY OF THE
JAN 18 1952
UNIVERSITY OF ILLINOIS

DUE HOLDS CHRISTMAS PARTY

The DUE annual Christmas Party was held in room 210 Arcade at 3:00 p.m. on Friday, December 21.

A showing of the movie entitled "The Christmas Carol" was enjoyed first, then Dean Browne made a few remarks appropriate for the occasion. Group singing, led by Tunis Dekker, was next in order. Santa Claus, excellently portrayed by Don Smith, arrived to the strains of "Here Comes Santa Claus." The distribution of gifts provoked many laughs among the group. The party was ended with refreshments of punch, cookies, cake, nuts and mints.

The DUE wishes to express its appreciation to the Committee which so ably prepared and presented the program. Members of the Committee were: Marybelle Brown, chairman; Eldonna Cox; R. L. Garretson; Fredda Johnson; Beverly Carter; Byron Fulk; and Helen McElwee.

WE ARE REQUESTED TO REPORT ABSENCES

Have all new members of our nonacademic staff been informed of the procedure to be used in reporting absence from work? Each person is expected to report any absence, vacation time, or overtime to his or her supervisor on a form provided for this purpose. Planned vacations should be reported prior to the beginning date; other absences, also overtime, should be reported immediately after they occur. After the form has been signed by the appropriate supervisor it should be routed to the chief clerk, Mr. C. D. McMurry, who is responsible for preparation of a Monthly Report of Absence for the Division at the end of each month. This is approved and forwarded to the Office of Nonacademic Personnel.

This procedure was adopted last April when the Office of Nonacademic Personnel revised its practices through which absences are reported. At that time all supervisors were informed of the new method. (Continued on Page 2)

CALENDAR OF EVENTS

January 8-11 - Conference on Farm Structures, Urbana.

January 10-11 - Employee Publications Conference, Robert Allerton Park.

January 16-17 - Builders and Contractors Short Course, Urbana.

January 22-23 - Personnel Conference, Urbana.

January 22-24 - Family Life Institute, Springfield.

January 25-26 - Dean Browne will be in Washington, D. C., attending a meeting of the American Council on Education.

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Pat Bunting, Copywriter
(Mrs.) Eldonna Cox, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

SYMPATHY

Employees of the Extension Division extend their sympathy to Miss Florence Nesler, Clerk in the Visual Aids Service. Miss Nesler's mother, Mrs. Cora Nesler, life-long resident of Champaign, passed away suddenly during the morning, December 21.

WE ARE REQUESTED TO REPORT ABSENCES (Continued)

Principal points to be observed in the procedure are:

1. Each staff member is asked to report all absences on work days including fractional parts of days. Supervisors are responsible for complete reports from their respective offices.

2. Indicate the reason for absences:

   a. Sick leave (sick disability, dentist and doctor appointments, illness in family).

   b. Funeral leave (3 days are permissible for any of immediate family, 1 day for other relative, $\frac{1}{2}$ day for friend).

   c. Compensatory time. An absence is excused if the dates for an equivalent amount of overtime are given in the space reserved for reason. The overtime used needs to have been performed by the end of the month when the absence has occurred.

   d. Other reasons which may be given are vacation time, personal, or leave without pay.

Supervisors can obtain blank forms for reporting individual absences, vacation, and overtime from Mr. McMurry.

GARVEY GOES TO CHICAGO

Neil F. Garvey was in Chicago January 4 conferring with officials of the Bureau of Immigration and Naturalization of the U. S. Department of Justice. The conference was in regard to a home study program on "Our Constitution and Government" for aliens.

CHANGES IN DUE PERSONNEL

Mrs. Phyllis Stone and Mrs. Donna Walker have resigned from their positions in the Correspondence Courses Section to be able to devote more time to domestic life.

Phyllis and her husband are now residing at 302 East Stanage, Champaign. Donna and her husband are making their home at Waterman, Illinois.

DUE EMPLOYEE WEDS

Divona Donaldson of the Visual Aids Section was married to John Paul Wagner on December 29. They spent a few days traveling through Arkansas and Missouri, returning home on New Year's Day.

Mr. Wagner is employed by the New York Central Railroad. Divona and John are at home to their friends in Farmer City.

DR. MARGARET BLOOM SELLS SERIAL

Dr. Margaret Bloom has sold a serial entitled Cherokee Gold to Ave Maria, a Catholic family magazine published at Notre Dame. This serial concerns the Cherokee Removal of the 1830's in East Tennessee and will appear in eleven issues of the magazine.

This publication constitutes Dr. Bloom's fourth story of book length. The others were: (1) a translation from the French - George Sand's Tales of a Grandmother; (2) Black Hawk's Trail; and (3) Down the Ohio, the latter two being teenage historical novels.

Dr. Bloom is instructor for our correspondence study course, Rhetoric x205--The Short Story.

KAULFERS AUTHORS MAGAZINE ARTICLES

Professor Walter V. Kaulfers, who teaches extramural classes, is the author of two recent articles--"The Language Arts in Modern Dress," in the October issue of the California Journal of Secondary Education, and "Retooling the Profession in the Light of Modern Research," in the November issue of the Modern Language Journal.

Dr. Kaulfers served as proxy for President Purin at the Executive Council meetings of the National Federation of Modern Language Associations in Detroit, December 27-29.

HERE AND THERE

Betty Brunk, Duplicating Machine Operator I, has returned from a six-weeks stay with her husband, Arthur, at East Greenwich, Rhode Island. Arthur is in the Navy and is doing sea duty on the U. S. S. Cabot.

Professor John J. DeBoer was a speaker at the Reading Conference of the University of Miami, January 9-11. He will also preside at the meetings of the National Conference on Research in English in St. Louis, February 24-28.

Professor Wayne N. Thompson served as chairman of the committee on special equipment and educational exhibits for the annual conference of the Speech Association of America at the Conrad Hilton Hotel, Chicago, December 26-29.

Professor C. O. Jackson's article "What the Schools Can Do About Health," in the November issue of the Journal of the American Association for Health Physical Education and Recreation, has been translated into Japanese by U. S. State Department for use in Japan.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING SEMESTER

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
	BLOOMINGTON				
N-L-82	Government and Labor	N[1]	1-29-52	3-18-52	Walter Polner
	ELMHURST				
N-3-132	Elementary Hydraulics	N	12-14-51	3-28-52	J.C.Chaderton
	JOLIET				
N-3-125	Human Relations in Supervision	N	1-21-52	5-5-52	John F. Humes
N-3-124	Basic Industrial Safety	N	1-21-52	5-5-52	George Harper
N-3-127	Motion and Time Study	N	1-21-52	5-5-52	Leo Pigage
N-3-123	Aging and Preparing for Advanced Years	N	1-24-52	3-27-52	R. J. Artigues
	KANKAKEE				
N-L-75	Grievance Handling and Industrial Relations	N	1-7-52	2-25-52	John Brumm
	MANTENO				
N-1-105	Human Relations in Supervision	N	1-7-52	3-10-52	G. C. Carter

[1] Carries no college credit.

PEORIA

N-L-81	Grievance Handling and Steward Training (Lecture Series)	N	12-26-51	5-28-52	P. L. Garman

ROCKFORD

N-5-62	Charter Property Casualty Underwriters Insurance Part IIb	N	1-21-52	5-19-52	Robert A. Hedges
N-5-67	Precision Instrumentation for Quality Control	N	1-17-52	3-6-52	Percy W. Burdick

WAUKEGAN

N-L-74	Collective Bargaining	N	11-19-51	1-15-52	Herman Erickson

WOOD RIVER

N-2-49	Industrial Measuring and Control Instruments--Part B	N	2-14-52	6-5-52	William Boyle

EZu21n
op. 2
I. U. Coll.
THE LIBRARY OF THE
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

EXTRAMURAL CLASSES IN SOCIAL WORK

Five classes in social work will be added to spring semester's extramural program. In an attempt to meet the needs of field workers in Welfare Agencies, the School of Social Work has secured approval for two new courses--S. W. E311, Introduction to Social Case Work, and S. W. E320, The Administrative Process in Social Agencies--which are among the five scheduled.

Courses have been requested by the Illinois Public Aid Commission. Dr. Marietta Stevenson and her staff worked out the program in cooperation with I.P.A.C. and D.U.E. S. W. E311 will be offered in Carbondale and Springfield. S. W. E320, E461, and E462 will be offered in Chicago.

S. W. E311, Introduction to Social Case Work, will be offered at Southern Illinois University, Old Main Building, at 4:00 p.m. on Wednesdays, beginning February 6. S.I.U. is cooperating with us in offering its facilities. It will be taught by Mrs. Mary Elizabeth Reese of the School of Social Work. The same course will be given at Old Central High School in Springfield, at the same time by Assistant Professor James E. McDonald.

S. W. E320, taught by Associate Professor Roland J. Artigues, is scheduled for Illini Center, LaSalle Hotel, in Chicago, at 4:00 p.m. on Fridays, beginning February 8. S. W. E461, Special Studies in Social Work I, is also scheduled for Chicago at Illini Center at 10:00 a.m. on Saturdays, beginning February 9. This course will be taught by Associate Professor Florence Poole. Paul Simon, also an associate professor in the School of Social Work, will teach S. W. E462, Special Studies in Social Work, Advanced, at 10:00 a.m. on Fridays at 19 South LaSalle Street, beginning February 8.

COORDINATION OF EXTENSION PROGRAMS

A group of faculty members from Southern Illinois University conferred with Dean Browne, Dean Spalding of the College of Education, and Dean Wall of the Graduate College, on cooperation in administering Extension programs. This meeting was held in Dean Browne's office on Friday, January 18.

CALENDAR OF EVENTS

January 27-31 - Dean Browne will be at Hunter College, New York City, attending the Third National Conference of the United States National Commission for UNESCO.

February 6 - Office Management Institute at Springfield with R. L. Peterson, Coordinator.

February 7-8 - First Annual Institute for Illinois School Bus Inspection Station Operators, Urbana.

February 8 - The Library Advisory Committee will convene in Springfield, and Dean Browne will be in attendance.

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Pat Bunting, Copywriter
(Mrs.) Eldonna Cox, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

SEND IT IN

Any items for the next issue of the News Letter should be received at 118 Illini Hall by Friday, February 1.

DIESEL ENGINE MEETING IN MISSOURI

Bob Newton, Supervisor of Engineering Extension, DUE, has been invited by Mr. Harvey T. Hill, Executive Director of the Diesel Engine Manufacturers Association, to attend a Diesel Engine Program planning session to be held at the University of Missouri, February 11.

The meeting proposes to assemble persons from a few neighboring universities who have been in charge of extension courses designed for Diesel engine operators. Emphasis will be given to explaining methods of improving the quality of future courses.

Others who will be attending include R. T. Quick, University of Missouri; W. H. Easton and B. S. Davenport, both of Oklahoma A. & M.; James R. Shay, University of Kansas, and G. Ross Henninger, Iowa State College

GAMMILL AUTHORS ARTICLE

Homer L. Gammill, Assistant Professor of Industrial Psychology, is the author of an article entitled "Psychologic Factors in Employee Training" published in the November issue of the Journal of the American Dietetic Association.

Emphasis is given to the responsibility of management, particularly supervisors, to encourage the growth of each individual and to assist him in developing his capacities systematically, fully, and happily. After giving special attention to certain basic principles of learning, Homer stresses the significance of satisfaction on the job.

STAFFORD GOES TO FLORIDA

George T. Stafford, DUE Coordinator of Health Education, will serve as consultant at the University of Florida's Seventh Annual Supervisor's Conference at Gainesville, January 21-23.

George says that he also expects to absorb some vitamin D while there.

DAN CUPID CALLS AGAIN

The former Patricia Reed, Clerk Stenographer II, in our Conferences office, was married to Captain Clayton E. Davis, USAF, Saturday, January 12. The wedding took place at 4:30 p.m. in Chapel I of Chanute Air Force Base. Air Force Chaplain, Colonel Buck officiated the single-ring ceremony. The bridal couple left Sunday for Williams Air Force Base at Phoenix, Arizona.

All of us in the DUE extend our best wishes to Captain and Mrs. Davis for a long and happy future.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING SEMESTER

First Supplement to Volume IV, No. 7, January 11, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		BELLEVILLE			
N-Oy-228	Teaching Techniques for Trade Extension Teachers	N[1]	1-7-52	1-31-52	R. N. Evans
		BLUE ISLAND			
A-Oy-278	The Psychology of Learning	A[2]	2-13-52	6-4-52	R. Elizabeth Brown
		CARBONDALE			
A-Oy-280	Introduction to Social Case Work	A	2-6-52	6-4-52	Mary Eliz. Reese
		CENTRALIA			
A-Oy-231	Library Materials for Children	A	2-6-52	6-4-52	Marie M. Hostetter
		CHAMPAIGN			
A-Oy-233	Audio-Visual Materials and Problems	A	2-4-52	6-2-52	Don W.Smith
		CHARLESTON			
A-Oy-236	Audio-Visual Materials and Problems	A	2-5-52	6-3-52	L. V. Peterson
		CHICAGO			
G-Oy-282	Special Studies in Social Work I	G[3]	2-9-52	6-7-52	Florence Poole
A-Oy-281	The Administrative Process in Social Agencies	A	2-8-52	6-6-52	R. J. Artigues
G-Oy-283	Special Studies in Social Work Advanced Group Work	G	2-8-52	6-6-52	Paul Simon

[1] Carries no college credit.
[2] Carries advanced undergraduate credit or graduate credit.
[3] Carries graduate credit only.

		CISSNA PARK			
U-Oy-242	Geography of Illinois	U[4]	2-4-52	6-2-52	Walter McDonald
		DEKALB			
A-Oy-279	Advanced Farm Management	A	2-7-52	6-4-52	W. N. Thompson
		EAST ST. LOUIS			
N-2-51	Industrial Measuring and Control Instruments, Part A	N	1-10-52	5-1-52	L.D. Cipriano
		PEKIN			
N-L-84	Grievance Handling and Industrial Relations	N	2-1-52	3-21-52	Walter Polner
		PEORIA			
N-L-83	Unions and Inflation Today	N	1-24-52	3-13-52	Walter Polner
A-Oy-263	Audio-Visual Materials and Problems	A	2-5-52	6-3-52	C. W. Stone
		SPRINGFIELD			
A-Oy-275	Legislatures and Legislation	A	2-4-52	6-2-52	J. F. Isakoff
U-Oy-273	Society and Individual Development	U	2-4-52	6-2-52	Richard Dewey
A-Oy-274	Criminology	A	2-5-52	6-3-52	T. C. Esselstyn
U-Oy-272	Recreational Crafts	U	2-7-52	6-5-52	W. M. Johnson
U-Oy-270	Freshman Rhetoric & Composition	U	2-6-52	6-4-52	Constance Nicholas
A-Oy-284	Introduction to Social Case Work	A	2-6-52	6-4-52	J. E. McDonald
U-Oy-271	Arithmetic for Teachers	U	2-5-52	6-5-52	Vivian Petefish
		STREATOR			
N-L-85	Adjustments in Industrial Relations	N	1-29-52	3-18-52	E. C. Wolfe
N-5-74	Adjustments in Industrial Relations	N	1-29-52	3-18-52	E. C. Wolfe

[4] Carries undergraduate credit only.

I Ku21n
Cop. 2

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

JUL 3 1950
UNIVERSITY OF ILLINOIS

FAMILY LIFE INSTITUTE

A Family Life Institute was held at the Leland Hotel in Springfield on January 22, 23, and 24 with an enrollment of seventy-five families.

The purpose of the Institute was to "enable us, as families and as professional people, to pool our knowledge and experience in order to develop and maintain healthy family life in the community."

Twenty-eight persons, including eleven faculty members from the University of Illinois, participated in the daily programs.

The University of Illinois, through its Division of University Extension, cooperated with forty-two local sponsoring agencies in bringing this Institute to the people of Springfield.

Byron E. Fulk and Walter Brown, Extension Specialists, who assisted in developing and conducting the program, report that those attending the program expressed strong approval of it. Fulk remarked that he has received a letter from the general chairman thanking the DUE for its part in bringing this Institute to Springfield.

EXTENSION CLASS IN CHEMICAL ENGINEERING

The first extramural course in Chemical Engineering carrying college credit offered by the University of Illinois was completed, January 29. The course was entitled Chemical Engineering Stoichiometry and was taught by Max S. Peters, Assistant Professor of Chemical Engineering. It is the introductory chemical engineering course for undergraduates. The class was conducted at the Monsanto Chemical Company's plant in East St. Louis, and was attended by employees of the Company.

The Monsanto Chemical Company inaugurated this program in an attempt to assist in overcoming the acute shortage of Chemical Engineers that has developed over the United States. An effort is being made to train chemists and laboratory workers to take over the duties of chemical engineers in the plant.

Plans are being made by the Monsanto Chemical Company to continue the program with more advanced courses in chemical engineering.

CALENDAR OF EVENTS

February 8 - Dean Browne will be in Chicago to attend a meeting of the State Library Advisory Committee to be held at the Drake Hotel.

February 15-16 - Practice before the Illinois Industrial and Commerce Commissions, a short course for practising lawyers and judges, conducted by the College of Law, Urbana.

February 19-21 - Thirty-eighth Highway Engineering Conference at Urbana.

Volume IV Urbana, Illinois, February 8, 1952 Number 9

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Pat Bunting, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

SEND IT IN

Any items for the next issue of the News Letter should be received at 118 Illini Hall by Friday, February 15.

OUR SYMPATHY

Mrs. Hulda Faulk, mother of Mrs. Donald W. Smith, passed away on Saturday, January 19. The funeral service was conducted at Prophetstown, Illinois, on January 22.

Mr. Theo B. Durfee, father-in-law of Mrs. Joyce Durfee, departed from this life on Monday, January 14. Funeral services were held in St. Paul's Episcopal Church of Peoria on January 16.

All of DUE extend their sincere sympathy to the Smiths and Durfees.

A NEW FILM PRODUCED

A genuinely technical film, "The Analytical Balance and Its Use," was recently produced by Dr. Ralph Johnson, Chemistry Department, and Lewis V. Peterson, Visual Communications. Although the film was not expected to excite anyone, it appears to be much in demand. The three copies in the Visual Aids Service are booked solidly to September. Don Smith, Supervisor of Visual Aids, DUE, reports that this very technical film may be requested frequently in 1952.

CHANGES IN PERSONNEL

Mrs. Eldonna Cox has resigned her position as Receptionist and Stenographer in the main office.

Mrs. Dona Harder, who has been the head stenographer in the Correspondence Courses Section, has also resigned. Mrs. Patricia Bunting has been promoted to fill the vacancy.

We regret seeing these two girls leave and wish them every happiness and success in their respective families.

Misses Anna Benting and Thelma Haynes have recently taken up duties in the Correspondence Courses Section.

Miss Benting, of 1106 West California, Urbana, formerly lived at St. Joseph where she graduated from the St. Joseph Community High School with the class of 1951.

Miss Haynes, of 1007 West Oregon, Urbana, formerly made her home at Newton where she graduated from the Newton Community High School with the Class of 1950.

CHANGES IN PERSONNEL (Continued)

Mrs. Leona Sokolis of 903 West Oregon has been employed to fill the conference stenographer position recently vacated by Mrs. Pat Reed Davis. Mrs. Sokolis graduated from Springfield High School with the class of 1950. Until recently, she held a secretarial position in the Underwood Corporation in Springfield. Her husband, Don, is a junior in Chemistry.

OLSON VISITS IN MINNESOTA

Larry Olson, Department of Speech, visited his home town at Worthington, Minnesota, last week. While there, he addressed the Kiwanis Club.

Olson also attended a convention of the Lutheran Church at Milwaukee during his trip North.

CHICAGO AREA NOTES

Tunis H. Dekker, Extension Specialist

Dean Browne was in town last week conferring with representatives of the State Committee Chairmen on Human Relations; also with members of the Chicago Commission on Human Relations with reference to an education program on Human Relations for the police officials of Cook County.

Phillips Garman and Walter Polner, ILIR, were in Chicago recently to confer with representatives of the Rubber Workers Union to explore the possibilities of a summer conference. The question of classes for members of the Union throughout the State was also discussed.

A scheduled class in Motion and Time Study for Joliet drew a large registration at its beginning session, January 21. Instead of turning people away, L. C. Pigage demonstrated his keen interest in adult education by expanding the project into two sections. Incidentally, one of these students travels each week from as far away as Oak Park.

Jack Humes' reputation as an industrial psychologist has spread into the Joliet area. Thirty-five students have just enrolled in his course, Human Relations for Supervisors, at Joliet. Several industries are represented. The class also includes administrators from the Stateville Prison and supervisors from the Joliet Arsenal.

The education program at Ft. Sheridan is continuing with a spring course in Rhetoric. Willis Jackman of Navy Pier will teach the class. He has made some good friends at the "Fort" and has developed a great respect for the educational interest shown by our fighting men.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING SEMESTER

Second Supplement to Volume IV, Number 7, January 11, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		ALBION			
U-Oy-229	First Aid	U[1]	2-5-52	6-3-52	Warren J. Huffman
		ALTON			
N-2-54	Basic Industrial Safety - Part A	N[2]	1-28-52	3-3-52	George W. Harper
N-2-39	Basic Industrial Safety - Part A	N	1-28-52	3-3-52	George W. Harper
N-2-55	Basic Industrial Safety - Part A	N	1-28-52	3-3-52	George W. Harper
		CARMI			
U-Oy-230	Organization of School Health Programs	U	2-4-52	6-2-52	Warren J. Huffman
		CHARLESTON			
G-Oy-235	Elementary School Care Programs	G[3]	2-7-52	6-5-52	H. S. Zim
A-Oy-234	Philosophy of Education	A[4]	2-6-52	6-4-52	Foster McMurray
		CHICAGO			
G-Oy-238	Advanced Child Development for Students of Education	G	2-6-52	6-4-52	Irving Lazar
G-Oy-241	Foundations of Health Education	G	2-5-52	6-3-52	George T.Stafford
N-3-142	Salesmanship	N	2-5-52	5-29-52	D. W. Stevenson
G-Oy-240	Independent Study - Evaluation in Curriculum Development	G	2-5-52	6-3-52	Anita Dowler

[1] Carries undergraduate college credit.
[2] Carries no college credit.
[3] Carries graduate college credit.
[4] Carries advanced undergraduate or graduate college credit.

G-Oy-239	Educational Administration	G	2-6-52	6-4-52	T. E. Benner
A-Oy-237	Psychology of Learning for Teachers	A	2-6-52	6-4-52	G. M. Blair

CENTRALIA

G-Oy-232	Problems in Health Education	G	2-5-52	6-3-52	C. O. Jackson

DECATUR

N-4-52	Sales Management	N	2-7-52	3-27-52	DeWitt C. Pond

EAST ST. LOUIS

G-Oy-245	Fundamentals of Curriculum Development	G	2-7-52	6-5-52	R. W. Burnett
A-Oy-247	Library Materials for Adolescents	A	2-4-52	6-2-52	Viola James
A-Oy-243	Social Foundations of Education	A	2-7-52	6-5-52	L. E. Metcalf
G-Oy-244	Educational and Vocational Guidance	G	2-7-52	6-5-52	W. M. Lifton
G-Oy-246	Foundations of Health Education	G	2-6-52	6-4-52	George T. Stafford

EFFINGHAM

U-Oy-248	Special Methods in Industrial Education	U	1-30-52	5-28-52	Rupert N. Evans

GALESBURG

G-Oy-249	Curriculum Problems and Trends in Industrial Education	G	1-29-52	5-27-52	Rupert N. Evans

JOLIET

U-3-138	Psychology of Learning	U	1-22-52	5-13-52	Lawrence DeRitter

LASALLE-PERU

G-Oy-251	Educational and Vocational Guidance	G	2-6-52	6-4-52	F. H. Finch

LASALLE-PERU

G-Oy-252	Fundamentals of Curriculum Development	G	2-5-52	6-3-52	J. T. Moore
A-Oy-250	Social Foundations of Education	A	2-6-52	6-4-52	B. Othanel Smith

MOLINE

G-Oy-255	Diagnostic and Remedial Programs of the School	G	2-5-52	6-3-52	E. W. Dolch
A-Oy-253	Mental Hygiene and the School	A	2-5-52	6-3-52	Eugene L. Gaier
A-Oy-254	Introduction to Evaluation	A	2-5-52	6-3-52	W. J. Moore

MANTENO

N-1-106	Human Relations in Supervision	N	1-21-52	3-10-52	Gerald C. Carter

MOUNT VERNON

A-Oy-257	Introduction to Evaluation	A	2-4-52	6-2-52	C. W. Odell
A-Oy-259	Library Materials for Adolescents	A	2-5-52	6-2-52	Viola James
N-2-34	Human Relations in Supervision	N	2-19-52	6-10-52	Homer Gammill
A-Oy-256	Mental Hygiene and the School	A	2-7-52	6-5-52	Fred E. Fiedler
G-Oy-258	Diagnostic and Remedial Programs of the School	G	2-7-52	6-5-52	E. W. Dolch

OLNEY

A-Oy-260	Library Materials for Adolescents	A	2-6-52	6-4-52	Viola James

PEORIA

G-Oy-262	Elementary School Core Program	G	2-6-52	6-4-52	E. H. Reeder
A-Oy-261	Philosophy of Education	A	2-6-52	6-4-52	K. D. Benne

ROCKFORD

A-Oy-265	Introduction to Evaluation	A	2-6-52	6-4-52	J. T. Hastings
G-Oy-266	Diagnostic and Remedial Programs of the School	G	2-4-52	6-2-52	Robert S. Jones
N-L-77	Wage-Price Controls and Collective Bargaining	N	2-6-52	3-26-52	Herman Erickson
A-Oy-264	Mental Hygiene and the School	A	2-4-52	6-2-52	E. M. Woodman

SPRINGFIELD

N-4-38	Motion and Time Study	N	2-6-52	5-28-52	Leo Pigage
A-Oy-267	Psychology of Learning for Teachers	A	2-4-52	6-2-52	L. J. Cronbach
N-4-53	Technical Report Writing for Engineers	N	2-7-52	5-29-52	George Foster
G-Oy-269	Educational Administration	G	2-4-52	6-2-52	P. Van Miller
G-Oy-268	Advanced Child Development for Students of Education	G	2-4-52	6-2-52	C. B. Stendler

TUSCOLA

U-Oy-276	Principles of Health Education	U	2-7-52	6-5-52	Warren J. Huffman

VANDALIA

U-Oy-277	Principles of Health Education	U	2-6-52	6-4-52	Warren J. Huffman

Zu21n
op.2
Ill. Coll.
THE LIBRARY OF THE
MAR 4 1952
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

ILLINOIS SCHOOL PROJECTIONIST GROUP FORMED

In an attempt to promote better film projection and better utilization of audio-visual materials, the Audio-Visual Aids Service has initiated a "School Projectionists' Club of Illinois." Donald Smith, Audio-Visual Aids Supervisor, stated that early response has been enthusiastic and cooperative. Plans are being made to mail a school projectionists' news letter, written largely by school projectionists, to keep them informed of audio-visual club activities, also of new advances and methods in school projection. In addition, bulletins published by school audio-visual clubs in Illinois schools are being made available.

More than one thousand membership cards in the organization have been mailed to date. These cards are wallet size, provide space for the projectionist's name and signature, and the signature of the visual aids supervisor of his school. On the back of the card is a check list of equipment, and those pieces which the individual operators are qualified to operate are checked on the card. There is also a short credo, or "code of ethics", for projectionists; keeping equipment clean, cleaning the film gate, checking threading, constant watch on projector, and promptness at all showings.

The audio-visual supervisors of each school will set up the requirements they think necessary to qualify projectionists to hold the cards. No limitation is planned on the number of cards offered to any one school. It is expected that a number of the school projectionists will be able to use the cards, and certification by the school projectionists' organization, in applying for various kinds of employment.

The widespread reception and response to the school projectionists idea has brought to light several interesting facts, one of which is that mechanical ability is not confined to males. There are a large number of girls as well as boys handling projection equipment in Illinois upper grade and high schools.

CALENDAR OF EVENTS

March 3-7 - Sewage Treatment Operators Short Course, Urbana.

March 4-5 - Starters and Fermented Milk Drinks Short Course, Urbana.

March 10-11 - Workshop on Adminisstrative Procedures for County Treasurers, Robert Allerton Park.

March 10-14 - Water Treatment Operators Short Course, Urbana.

March 13-14 - Conference on Improving Industrial Relations, Robert Allerton Park.

March 14 - Staff Meeting, 118a Illini Hall.

Volume IV Urbana, Illinois, February 22, 1952 Number 10

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Adrienne Antman, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

SEND IT IN

Any items for the next issue of the News Letter should be received at 118 Illini Hall by Friday, March 7.

SPEAKERS AVAILABLE FOR COMMENCEMENT ADDRESSES

The new 1952 Commencement Speakers Bulletin is in the mail. It consists of nine pages containing the names of University staff members who have indicated their willingness to accept a limited number of engagements for commencement addresses.

Further information in the form of supplementary data sheets carrying a brief biographical sketch of each speaker listed can be obtained by writing to the Speakers Bureau, Division of University Extension.

CHICAGO AREA NOTES

Tunis H. Dekker, Extension Specialist

"Alumni" of former Lumber Dealer Short Courses held a reunion at the Sherman Hotel February 11, 1952. James T. Lendrum, Professor of Architecture and Director of the Small Homes Council, was in attendance. Jack McCarthy, Executive Secretary of the Illinois Lumber Dealers Association, was also present. Many complimentary remarks were made about this short course. Several present recommended that the course be offered again for the benefit of new men entering the lumber trade.

Jack Humes, Associate Professor of Industrial Psychology, is teaching two Chicago classes this semester for administrators of the Pennsylvania Railroad. This is the third semester that Jack has worked with this Company. The beginnings of each successive series have been marked by an increased interest as shown by larger enrollments and by the expressions of appreciation from company officials. Since this program started, the Company has established a Department of Personnel which has been extended throughout the system.

In the last issue of the News Letter, mention was made of an extension course in Chemical Engineering at East St. Louis. "Dek" reports that he has had a similar request from the Johns Mansville Company, Waukegan, to assist in overcoming an acute shortage of chemical engineers. It is hoped that the DUE can find ways to meet this need.

ILLINOIS CHORUS BROADCASTS

Broadcasts of outstanding Illinois high school choral groups will again be made over the University of Illinois radio station WILL (580 kc.). This program series will begin on Tuesday, March 4, and will continue through the month of April.

An outstanding choral group is selected each week. Then an engineer from WILL makes a recording of the group at the high school. These tape recordings are later edited into fifteen-minute broadcasts. Each program will be broadcast weekly at 1:30 on Tuesdays (for classroom listening), and at 1:30 on Saturdays. When arrangements can be made, the programs will also be broadcast over local radio stations.

Illinois Chorus broadcasts are presented in recognition of outstanding choral work being achieved in Illinois, also as a service to choral conductors in the State. It is hoped that these programs, through increased communication, will stimulate and promote a greater exchange of ideas on choral conducting. After the broadcast series has been completed, the tape-recorded programs will be made available to all schools in the State.

A Christmas series of Illinois Chorus broadcasts was inaugurated last December. A recorded program featuring the Joliet Township High School A Cappella Choir, under the direction of Paul Lester, was broadcast over Radio Station WILL on December 11 and 15. The West Aurora High School A Cappella Choir, directed by Sten G. Halfvarson, was heard by many listeners on December 18 and 22. During the next Christmas season, it is hoped that more of this fine yuletide music may be recorded and broadcast for the listening pleasure of all.

IAEA PROGRAM COMMITTEE MEETS

The Program Committee of the Illinois Adult Education Association met at the office of the Superintendent of Public Instruction in Springfield February 8. The purpose of the meeting was to plan the summer conference to be held on the campus next June 27.

Attending from the University of Illinois were H.M. Hamlin, D.M. Hall and Neil F. Garvey. Others present included Chairman Ward Black, Office of Public Instruction; Grace Murry, State Library; and Einar Anderson, Park Ridge.

FULK HELPS WRITE ARTICLE

Byron E. Fulk of our Extension staff is co-author of an article in the February issue of the Journal of Applied Psychology. The article is entitled "A Comparison of Negro and White Army General Classification Test Scores." "Barney" collaborated with T.W. Harrell of the Department of Psychology in the authorship of this article.

VAS NEEDS ENCYCLOPEDIA

Don Smith, Supervisor of Audio-Visual Aid Service, writes that it takes more than films and tape recordings to acknowledge the requests received by his office.

A letter recently received took Warren Royer from the shipping room to the University Library to look for the answers to questions asked. It followed a showing of the film, "Atmosphere and Its Circulation," by one of the schools and contained the following questions: "Why is there a temperature inversion at the top of the troposphere over the equator, and why is it colder there than that at the same altitude over the north pole? Why is the temperature higher at an altitude of 200 miles than at an altitude of twenty-five miles? What is the ozone layer, and why is it located where it is? And further, why does it exist at all?

As a result of efforts to collect this information, be it known that enlightenment is on the way to this puzzled film user.

DE BOER WILL ADDRESS CONFERENCE

John J. De Boer, Professor of Education, will be attending the Language Arts Conference on the Chicago Campus of Northwestern University March 1. He will deliver an address at the general session of the Conference on the subject, "Improving Communication Skills in the Secondary School."

CHANGES IN PERSONNEL

Miss Fredda Johnson has resigned her stenographic position in the Conferences and Institutes office and is enroute to the West Coast.

The Correspondence Courses Section has lost the services of Mrs. Virginia Scherlong who held a typing position. Mrs. Scherlong needed more time for her family. Mrs. Adrienne Antman and Miss Nancy Neckers have accepted typing positions in the Section. Mrs. Antman graduated from the John Marshall High School, Chicago, in the class of 1949. Her husband, Marvin, expects to receive his B.S. Degree in Chemistry next June. Miss Neckers is employed on a half-time basis. She graduated from the Carbondale Community High School in the class of 1948, and is a senior in the School of Journalism.

Miss Shirley Gould is helping out in the main office, 118a Illini Hall, on a part-time basis. Miss Gould, a graduate of Woodruff High School in Peoria, is a junior in the College of Education.

DUE TRAVEL BY UNIVERSITY CAR

Harold Haugaard, Routing Supervisor of the Physical Plant Department, continues to render excellent and courteous service in his efforts to meet DUE requests for travel by University automobile.

Mr. Haugaard states that the Division of University Extension is the heaviest user of these cars. For instance, of 442 trips made in University automobiles during October, 186 were made by DUE personnel. The Physical Plant Car Pool consists of Fords, Chevrolets, Plymouths, and Studebakers, with a total of 34 cars.

The following suggestions are made for the improvement of this service to University car drivers:

1. Keep informed of the University's travel regulations, copies of which can be supplied by C.D. McMurry, 118 Illini Hall.

2. For your comfort and that of others, please report in writing any defect in the car you drive to the garage attendant.

3. Please call C.D. McMurry on extension 412 if you should decide to alter or cancel any of your scheduled trips. If you are unable to communicate with Mr. McMurry, call Mr. Haugaard on extension 3014.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING SEMESTER

Third Supplement to Volume IV, Number 7, January 11, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		ALTON			
N-2-59	Basic Industrial Safety, Part A	N[1]	1-29-52	3-4-52	George Harper
		BELLEVILLE			
N-Oy-228	Teaching Techniques for Trade Extension Teachers.	N	1-7-52	1-31-52	R. N. Evans

[1] Carries no college credit.

BLUE ISLAND

A-Oy-278	The Psychology of Learning	A[2]	2-13-52	6-4-52	R. Elizabeth Brown

CARBONDALE

A-Oy-280	Introduction to Social Case Work	A	2-6-52	6-4-52	Mary E. Reese

CENTRALIA

A-Oy-231	Library Materials for Children	A	2-6-52	6-4-52	Marie Hostetter

CHAMPAIGN

A-Oy-233	Audio-Visual Materials and Problems	A	2-4-52	6-2-52	Donald W. Smith

CHANUTE AIR BASE

U-Oy-290	Principles of Speech	U[3]	2-4-52	4-28-52	Lawrence W. Olson
U-Oy-291	Modern Russia and Its Problems	U	2-4-52	4-28-52	Nelson F. Norman
U-Oy-287	Elements of Economics	U	2-4-52	4-28-52	R. H. McEvoy
U-Oy-293	College Algebra	U	2-4-52	4-28-52	C. N. Maxwell
U-Oy-292	Industrial Psychology	U	2-4-52	4-28-52	P.V. Marchetti
U-Oy-285	History of Music	U	2-7-52	4-24-52	Norman Cazden
U-Oy-286	Elementary French	U	2-4-52	4-28-52	J. H. Baltzell
U-Oy-289	Freshman Rhetoric and Composition	U	2-4-52	4-28-52	J. D. Bailey
U-Oy-288	Freshman Rhetoric and Composition	U	2-4-52	4-28-52	H. W. Wilson

---

[2] Carries advanced undergraduate or graduate credit.
[3] Carries undergraduate credit only.

CHARLESTON

A-Oy-236	Audio-Visual Materials and Problems	A	2-5-52	6-3-52	L. V. Peterson

CHICAGO

N-3-144	Human Relations in Supervision	N	2-21-52	6-5-52	J. F. Humes
N-3-150	Specifications and Materials	N	3-4-52	4-22-52	Paul Tifflin
N-3-151	Cost Estimates	N	3-4-52	4-22-52	Will C. Smith
N-3-149	Basic Design	N	3-5-52	4-23-52	H. W. Stone
N-3-148	Business Law and Contracts	N	3-6-52	4-24-52	Samuel Fox
N-3-131	Techniques of Supervision	N	2-20-52	6-4-52	J. F. Humes
N-3-134	Human Relations	N	2-12-52	5-27-52	J. F. Humes
N-3-133	Human Relations	N	2-12-52	5-27-52	J. F. Humes
N-3-155	Basic Speech	N	3-4-52	4-22-52	Wayne Thompson
N-3-154	Beginning Speech	N	3-5-52	4-23-52	James Stitzel
A-Oy-281	The Administrative Process in Social Agencies	A	2-8-52	6-6-52	R.J. Artigues
G-Oy-283	Special Studies in Social Work--Advanced Group Work	G[4]	2-8-52	6-6-52	Paul Simon

DEKALB

A-Oy-279	Advanced Farm Management	A	2-7-52	6-4-52	W.N. Thompson

EAST ST. LOUIS

N-2-51	Industrial Measuring and Control Instruments - Part A	N	1-10-52	5-1-52	L.D. Cipriano
N-2-58	Conference Leadership Training	N	2-11-52	4-28-52	Earl Wolfe

[4] Carries graduate credit only

EAST ST. LOUIS

U-Oy-297	Rhetoric and Composition	U	2-19-52	6-3-52	Donald E. McCoy

FT. SHERIDAN

U-3-147	Rhetoric and Composition	U	1-29-52	4-17-52	W.E. Jackman

GRANITE CITY

N-2-56	Professional Engineering Refresher	N	2-6-52	4-23-52	Carrel O. Turner
N-2-50	Psychology of Foremanship	N	2-20-52	6-11-52	Homer Gammill

JOLIET

N-3-146	Motion and Time Study	N	1-21-52	5-5-52	Leo Pigage

OTTAWA

G-Oy-294	Farm Structures in Relation to Agriculture Production	G	2-22-52	4-18-52	Deane Carter

PEKIN

N-L-84	Grievance Handling and Industrial Relations	N	2-1-52	3-21-52	Walter Polner

PEORIA

N-L-83	Unions and Inflation Today	N	1-24-52	3-13-52	Walter Polner
A-Oy-263	Audio-Visual Materials and Problems	A	2-5-52	6-3-52	C.W. Stone

ROSE LAKE

N-2-36	Human Relations in Supervision	N	2-20-52	6-4-52	Homer Gammill
N-2-37	Human Relations in Supervision	N	2-21-52	6-5-52	Homer Gammill

SPRINGFIELD

N-4-60	Statistics and Graphic Methods	N	2-12-52	5-27-52	Lester Sartorius Alan Friederich Louise Sagen
A-Oy-275	Legislatures and Legislation	A	2-4-52	6-2-52	Jack Isakoff
U-Oy-273	Society and Individual Development	U	2-4-52	6-2-52	Richard Dewey
A-Oy-274	Criminology	A	2-5-52	6-3-52	T.C. Esselstyn
U-Oy-272	Recreational Crafts	U	2-7-52	6-5-52	Walter Johnson
U-Oy-270	Freshman Rhetoric and Composition	U	2-6-52	6-4-52	Constance Nicholas
A-Oy-284	Introduction to Social Case Work	A	2-6-52	6-4-52	James McDonald
U-Oy-271	Arithmetic for Teachers	U	2-5-52	6-5-52	Vivian Petefish

STERLING

N-5-71	Industrial Relations-Personality Problems for Supervisors	N	2-13-52	4-2-52	Earl Wolfe
N-5-66	Employee Relations	N	2-14-52	4-3-52	Earl Wolfe Earl Strong

STREATOR

N-L-85	Adjustments in Industrial Relations	N	1-29-52	3-18-52	Earl Wolfe
N-5-74	Adjustments in Industrial Relations	N	1-29-52	3-18-52	Earl Wolfe

URBANA

N-1-109	World Affairs	N	2-13-52	5-28-52	Nelson F. Norman Robert Sutton
N-1-111	Drawing and Painting(B)	N	2-14-52	5-29-52	J.W. Kennedy
N-1-112	Recreational Crafts	N	2-14-52	5-29-52	R.A. Ginstrom
N-1-107	Shorthand I	N	2-12-52	5-27-52	Mary Baumgardner
N-1-108	Shorthand III	N	2-13-52	5-28-52	Ruth Conway
N-1-114	Enameling (A)	N	2-13-52	5-28-52	A.J. Pulos
N-1-115	Enameling (B)	N	2-14-52	5-29-52	R.E. Hult
N-1-113	Leatherwork	N	2-14-52	5-29-52	Bacia Stepner
N-1-110	Drawing and Painting (A)	N	2-11-52	5-26-52	J.W. Kennedy
N-1-116	English for Displaced Persons	N	2-19-52	6-5-52	Louis C. Wagy

WAUKEGAN

N-3-152	Professional Engineering Refresher	N	1-28-52	5-12-52	Wm. P. Hooper

I Ku21n
cop. 2
Ill. Coll.

UNIVERSITY OF ILLINOIS

THE LIBRARY OF THE
MAR 2 1952
UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

INJURIES FATAL TO OSBORNE

Robert T. Osborne was seriously injured in an automobile accident near East St. Louis, Monday, March 3. He died at 1:30 p.m., Wednesday, March 5, in St. Mary's Hospital at East St. Louis. Funeral services were conducted in Collinsville at 1:00 p.m., Friday, March 7; also at the Mittendorf Funeral Chapel of Champaign at 2:00 p.m., Saturday, March 8. He was buried in the Mt. Hope Cemetery, Urbana.

Bob had been employed by the Division of University Extension since 1942. In 1945 he moved from Champaign to Collinsville where he served as Extension Specialist to the Southern Illinois District.

Born August 13, 1902 in Ridgefarm, Illinois, Bob was reared in Champaign. He has been an active member of the Methodist Church since childhood, and active in the Masonic Lodge for more then twenty years. He leaves his wife, Clara, and a daughter, Jean, 16. All of Bob's associates in DUE were deeply shocked and grieved to hear of his accident and passing. All extend their heartfelt sympathy to Mrs. Osborne and Jean.

CHANGES IN PERSONNEL

The former Miss Joan Wiese, who has resigned her stenographic position in the Visual Aids Service, became Mrs. Donald Tate on February 8. She and her husband are at home in San Antonio, Texas. Mrs. Divona Wagner was promoted to fill this position vacated by Mrs. Tate.

Mrs. Elizabeth Face has been employed in a stenographic position in VAS. She graduated from Pierre High School, South Dakota, with the class of 1949. Her husband is now stationed at Chanute Air Force Base.

Miss Doris Lynn has been employed to fill the stenographic position formerly held by Fredda Johnson in the office of R. K. Newton, 205 Arcade. Miss Lynn is from New York where she graduated from Katonah High School with the class of 1948. Since graduation she has done stenographic work in New York until her recent move to the mid-west. She now resides at 611 South State Street, Champaign.

CALENDAR OF EVENTS

March 14-17 - Dean Browne will be in Chicago attending a meeting of the Faculty Representatives to the Intercollegiate Conference on Athletics.

March 24-28 - Insurance Short Course, Part III - Urbana.

March 27-29 - First Annual Short Course for Park Commissioners, Executives and Personnel - Robert Allerton Park.

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Adrienne Antman, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

SEND IT IN

Any items for the next issue of the News Letter should be received at 118 Illini Hall by Friday, March 21.

DOES EXTENSION TRAINING PAY OFF?

By George W. Harper
Associate Professor of Mechanical Engineering

The above question has been asked many times, and specifically in connection with non-credit classes. Word has just reached us, which gives a very positive answer to this question.

Several years ago a series of non-credit courses were given in a community of about 70,000. A group of ten or twelve men took all of this work and in the time since taking these extension classes, all but one have received a promotion within their own companies. (The one exception was eligible for a promotion but refused it for personal reasons.)

Individuals have become of more value to their companies, are serving in a greater capacity, and have increased satisfaction in their jobs. The companies have been able to promote from within, to utilize newly obtained skills of their people, and to build morale and good will for the future.

CHICAGO AREA NOTES

Tunis H. Dekker, Extension Specialist

February 21 was a noteworthy day in Chicago when DUE "top brass", represented by Assistant Dean Robinson, opened the first meeting of a course in Human Relations in Supervision for "top brass" staff officers of the Chicago and Northwestern Railroad. DUE administrative heads and the teacher, Dr. J. F. Humes, were pleased to see representatives of top management enroll in the first class for this company. This enables management to learn just what information is included in the program.

Dr. Gerald C. Carter, Assisted by Tunis Dekker, administered vocational tests in Chicago February 25-26. Forty-five people took the battery of tests. All participants will receive their test results with interviews on the nights of March 17-18 at the Illini Center.

Inquiries have been received from ten organizations in the greater Chicago territory regarding courses in the field of supervision for next fall. Many of these have reached the specific request stage. If these continue, will the DUE be able to meet the demand?

Dr. Wayne Thompson, Head of Speech Department, Navy Pier, was recently appointed program director of Navy Pier contributions to the Chicago Area University Program to be broadcasted over WBIK - FM. This project has tentatively been scheduled to begin the latter part of March during the early evenings five days each week.

Dr. Thompson has taught several classes for DUE students in the field of speech and conference leadership.

VIOLA JAMES AUTHORS ARTICLE

The April, 1952 issue of the University of Illinois Library School's Occasional Papers is titled Elementary School Library Facilities in Illinois Community Unit Districts. This is No. 27 of the series, and was written by Viola L. James, Extension Instructor of the Library School. The purpose of the paper is to determine the degree to which library facilities for rural school children in Illinois have improved since the reorganization of small school districts into consolidated community units. Miss James explains the school consolidation movement in Illinois, discusses the patterns of library service which are developing, and sums up her data in a section on planning for the future of school library service.

A copy of this paper will be sent to any individual or institution without charge. Any library can automatically receive a copy of each issue in the series if a request is made to this effect. The submission of manuscripts for publication in the series is encouraged. Address all communications to Editor, Occasional Papers, University of Illinois Library School, Urbana, Illinois.

Miss James is currently teaching extension classes in Library Science at East St. Louis, Eldorado and Olney.

BENNER RETURNS FROM KOREA

Professor Thomas E. Benner of the College of Education, who recently returned from his second educational mission to Korea, is teaching an extramural course in Chicago this semester. Professor Benner flew back from Korea via Paris where he reported to UNESCO headquarters. He also stopped over in Hong Kong, Calcutta, Zurich, and London; and in Vienna where he lectured on Korea to the Austro-American Society. He brought back 1800 feet of additional color film on Korea and is re-editing his film on the life and customs of that country. Mrs. Benner flew to Japan to meet Mr. Benner when he came out of Korea and in flying home with him, completed a flight around the world.

TAKING ONE'S OWN ADVICE

Under a Champaign News-Gazette headline, "Norman Seeks Urbana School Board Position," appeared the following paragraph:

> "On the U. of I. campus he has worked with an extension class on World Affairs and has stressed the importance of taking part in civic affairs. He said he has been interested in, also an observer of local affairs as a result of teaching this class for non-academic personnel."

It is hoped that local readers of the "News Letter" will also show an interest in civic affairs by taking part in this election on April 12.

MEETING ATTACKS ON THE PUBLIC SCHOOLS

Have you been reading about the controversy concerning the efficiency of our public schools?

The January issue of Progressive Education is devoted to the theme, "Meeting the Attacks on Education." Professors Archibald W. Anderson, Kenneth B. Henderson and Harold Hand, all of the College of Education, have contributed articles in which they attempt to throw additional light on the subject. Copies of this issue may be had from Archibald W. Anderson, Editor, at a cost of fifty cents per copy.

REPORTING ABSENCES

In several instances reports of absence during February were received late from Sectional offices. Consequently, it has been necessary to send the Office of Nonacademic Personnel two supplemental reports. Please send these reports in immediately after absences occur. New employees are urged to read the article on this subject in the News Letter issue of January 11. The end of the month is the dead-line for reporting absences.

HERE AND THERE

Jerry Carter was in East St. Louis March 3-4 doing vocational counseling for the extension students of that area who had previously taken the battery of tests.

Marie M. Hostetter, Assistant Professor of Library Science, met with the Parent Teachers Association of Colonel Wolfe School, Champaign, to discuss children's reading of comic books and new books for children March 4.

M. R. Sumption, Associate Professor of Education, and J. L. Landes, Instructor in Education, are the authors of a Citizens Workbook for Evaluating School Buildings. This book is the first evaluating instrument ever devised for the use of the ordinary citizen in evaluating school buildings.

Professor Walter V. Kaulfers served as curriculum consultant to the Michigan City Schools last February. His article, "Our Schools' Narrowing Margin for Disaster", appeared in the February issue of Progressive Education

---

John J. DeBoer, Professor of Education, will serve as consultant for a Teachers Institute at Maine Township High School, Des Plaines, March 17.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING SEMESTER

Fourth Supplement to Volume IV, Number 7, January 11, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		ALTON			
U-Oy-298	Library Materials for Children	U[1]	2-13-52	5-28-52	Louise Anthony
N-2-40	Human Relations in Supervision	N[2]	2-21-52	6-5-52	Homer Gammill
		CHICAGO			
U-Oy-296	Teaching Related Trade Subjects	U	2-12-52	5-27-52	M. Keith Humble
U-Oy-295	Special Methods in Industrial Education	U	2-4-52	5-19-52	M. Keith Humble
N-3-157	Principles of Effective Speaking	N	2-21-52	6-5-52	James A. Stitzel

[1] Carries undergraduate college credit.

[2] Carries no college credit.

CHICAGO

N-3-156	Principles of Effective Speaking	N	2-21-52	6-5-52	James A. Stitzel
N-3-139	Basic Speech	N	2-5-52	4-29-52	James A. Stitzel
N-3-141	Business Administration	N	2-13-52	5-28-52	E. W. Berg

COLLINSVILLE

N-2-60	Real Estate Law	N	2-25-52	6-9-52	Rex Taylor

ELDORADO

A-Oy-299	Library Materials for Children	A[3]	2-19-52	6-3-52	Viola James

LA SALLE

N-L-94	Lecture Series on Grievance Problems	N	3-17-52	6-16-52	
N-L-93	Workmen's Compensation Legislation	N	3-27-52	5-8-52	John Brumm

ROCKFORD

N-5-68	Human Relations	N	3-24-52	5-12-52	Gerald Carter
N-5-76	Alternating Current Circuits	N	2-20-52	5-7-52	Daniel Hang
N-5-78	Production Planning and Control	N	3-4-52	5-20-52	Everett Laitala

SPRINGFIELD

N-4-62	Business English	N	2-13-52	4-2-52	Richard Wiegand
N-Oy-300	Training Instructors to Teach Classes for School Custodians	N	3-12-52	3-14-52	Rupert N. Evans

[3] Carries advanced undergraduate college credit or graduate credit.

C
IZu21n
Cop. 2

UNIVERSITY OF ILLINOIS

THE LIBRARY OF THE
JUL 3 1952
UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

NEBRASKA MAN VISITS DUE

Norman Krong, supervisor of off-campus credit courses at the University of Nebraska, was a DUE visitor March 17-19.

Mr. Krong talked with different DUE administrative staff members to obtain ideas pertaining to the organization and functioning of the Division, his primary interest being in the operation of extramural credit courses.

The University of Illinois is the first of several universities to be visited by him. Others included on his itinerary are: Indiana University, University of North Carolina, University of Virginia, Pennsylvania State College, University of Michigan, Michigan State College, and the University of Wisconsin. Mr. Krong also plans to visit the U.S. Office of Education and the National Education Association headquarters at Washington, D.C.

Mr. Krong is studying possibles of organizing off-campus centers in Nebraska which might offer programs including the first two years of college work.

USE OF UNIVERSITY AIRPORT CHARTER SERVICE

The University's broadcasting station, WILL, recently interviewed Stanley C. Robinson, Assistant Dean, DUE, relative to the Division's use of University airplanes in the extension program.

Stanley remarked that this charter service is of especial value for comparatively long flights to communities in the State where public transportation schedules are not good.

In addition to other items mentioned, he said that in compliance with the University's Travel Regulations, the DUE considers economy in direct travel costs, also in faculty members' time and energy, to the extent that prevailing limitations permit when flights are being scheduled. Although all instructors who leave the campus to teach classes in the same location at approximately the same time are urged to travel together, no one is required to fly if he prefers to travel on the ground. Travel by University airplanes this year represents approximately twelve per cent of the Division's total travel; the major portion is still being done by public transportation and University automobiles. Problems are frequently presented (Continued)

CALENDAR OF EVENTS

April 1-2 - Plant Sanitation Conference - Urbana.

April 8-10 - Industrial Safety Institute Urbana.

April 7-10 - Food Supervisors Short Course - Allerton Park.

NEWS LETTER STAFF

Stanley Robinson, Editor
C.D McMurry, Assistant Editor
(Mrs.) Adrienne Antman, Copywriter
(Miss) Mary Jane Henderson, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

SEND IT IN

Any items for the next issue of News Letter should be received at 118 Illini Hall by Friday, April 4.

USE OF UNIVERSITY AIRPORT CHARTER SERVICE (Continued)

when flight cancellations are made because of unfavorable weather conditions. However, notice of such cancellations is generally given in time for other travel arrangements to be made.

The DUE is grateful for the friendly, cooperative, efficient service rendered by Chief Flight Instructor Jesse W. Stonecipher, who is in charge of the charter service.

OUR SYMPATHY TO THE GARVEYS

Mr. C. E. Burkhart, father of Mrs. Neil F. Garvey, passed away on Sunday morning, March 9, after a lingering illness. Funeral services were held at La Harpe, Illinois, Tuesday, March 11. Mr. Burkhart was 78 years of age. We extend our sincere sympathy to Mr. and Mrs. Garvey.

RECREATIONAL CRAFTS CLASS

Walter Johnson reports that he is enjoying his large extension class in Art E170 at Springfield.

One student travels from Farmersville, fifty miles away from Springfield. She learned about this course when it was offered at Raymond last summer.

CHANGES IN PERSONNEL

Miss Mary Jane Henderson of Minier, Illinois, began her duties as receptionist and stenographer in the main office on Monday, March 17. She graduated from Minier Community High School with the class of 1950 and from the Illinois Commercial College, Champaign. Before coming to her present position she was employed by the Illiana Teachers Service of Champaign.

HAVE YOU SEEN THESE BOOKS?

Three new books have been added to the professional library located in the main office at 118 Illini Hall. Because they have been written in a clever, interesting style, readers will find them to be entertaining as well as informative. The titles are as follows:

The Successful Secretary by Margaret Pratt

The Mademoiselle Handbook by Mary Hamman

Make Mine Success by Beatrice Vincent

Anyone who wishes to borrow one of the books should see Miss Mary Jane Henderson, Receptionist. Office personnel will probably enjoy them most because the authors are talking directly to them about office problems and procedures.

HERE AND THERE

Gerald C. Carter had the assistance of representatives Byron E. Fulk, Walter V. Brown, Robert L. Johnston and Tunis H. Dekker while conducting interviews in the vocational counseling program at Chicago March 17-18.

Don Smith, Supervisor of the Visual Aids Service, is the author of an article entitled "How We Do It" published in a current film library administration service supplement of the Educational Film Library Association.

Everett M. Woodman, College of Education, will be the speaker at the dinner meeting of the State Conference of Welfare at Knoxville, Tennessee, March 27.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING SEMESTER

Fifth Supplement to Volume IV, Number 7, January 11, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		DECATUR			
N-L-96	Grievance Handling and Industrial Relations	N[1]	3-27-52	5-15-52	Walter Polner
		FT. SHERIDAN			
U-3-159	Elementary German	U[2]	3-11-52	6-24-52	Ernest Wilhner
		KANKAKEE			
N-L-97	Problems of Union Administration	N	4-7-52	5-26-52	Walter Polner
		ROCKFORD			
N-5-63	Adjustments in Industrial Relations	N	3-19-52	5-7-52	Earl Wolfe
N-5-79	Significance Tests	N	3-20-52	5-8-52	Edward Varnum
N-5-77	Stewards' Training	N	4-2-52	5-21-52	Herman Erickson
		WAUKEGAN			
N-3-158	Grievance Handling	N	3-24-52	5-12-52	Herman Erickson

[1] Carries no college credit.

[2] Carries undergraduate college credit.

C
IZu21n
Copy
Ill. Coll.
APR 14 1952

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

THE LIBRARY OF THE
APR 2 1952
UNIVERSITY OF ILLINOIS

SUMMER EXTRAMURAL WORKSHOPS

Scott York, Supervisor of Extramural Classes, reports that eleven off-campus workshop courses have been scheduled for the summer months, and that he expects to add a few more during this month.

Workshops in Art will be conducted at Virginia, Eldorado, Centralia and Belleville by Walter M. Johnson, Assistant Professor of Architecture. Those in Health Education will be offered at Pittsfield, Salem and Benton by Warren J. Huffman, Assistant Professor of Physical Education. Two in Physical Education will be given at Centralia and Petersburg by Dr. Albin Warner. A Conservation Workshop will be conducted at Carrolton by William D. Masters. The instructor for a Music Workshop at Belleville has not yet been assigned.

Courses included in the Workshop Program are: Art E170 - Recreational Crafts; Art E188 - Introduction to Art Form; Health Education E280 - Safety Education; Health Education E282 - Organization of School Health Programs; Physical Education E166 - Games for Children; Geography E114 - Conservation of Natural Resources; and Music E212 - Music for Elementary Teachers.

These are full time credit courses which meet five days per week for one or more weeks. They are being organized in cooperation with county and city superintendents of schools.

CALENDAR OF EVENTS

April 11 - Staff Meeting, 118a Illini Hall.

April 14-24 - Quality Control Short Course, Urbana.

April 15 - Dean Browne will address dinner session of Nursing Home Proprietors group.

April 15-18 - Nursing Home Proprietors Short Course, Allerton Park.

April 17 - Dean Browne will be in Chicago to attend a meeting of the National Conference on Higher Education, at which he is to serve as chairman of the group considering "Financing Evening, Extension and Summer Session Programs."

April 18-20 - State Speech Contest, Urbana.

April 20-23 - Dean Browne, Mr. Robinson and Mr. Garvey will be in Austin, Texas, attending the annual meeting of the National University Extension Association.

April 21-22 - Conference on International Affairs of State Labor Leaders, Allerton Park.

April 24-25 - Illinois Audio-Visual Aids Association Conference, Allerton Park.

April 25-26 - State Music Contest, Urbana.

Volume IV Urbana, Illinois, April 11, 1952 Number 13

NEWS LETTER STAFF

Stanley Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) Adrienne Antman, Copywriter
(Miss) Mary Jane Henderson, Copywriter
John Baskin, Duplicator
(Mrs.) Betty Brunk, Duplicator

SEND IT IN

Any items for the next issue of the News Letter should be received at 118 Illini Hall by Friday, April 18.

ANOTHER NEW BOOK

In the last issue of the News Letter, attention was called to three books addressed to secretaries, stenographers, and typists which had just been added to our professional library in the main office.

This number has been increased with the addition of a fourth book entitled Secretaries Who Succeed by Esther R. Becker. Among the chapter headings are: Adapt Your Attitude to Your Job, Protect Your Boss' Prestige, Relieve Your Boss of Details, Be "Phonogenic", Daily "Do's" and "Don't's." Readers will find these books entertaining as well as informative.

OHIO MAN VISITS VAS

Edgar Dale, Director, Bureau of Educational Research, Ohio State University, was a visitor at the Visual Aids Service March 25.

Dr. Dale also spoke on campus to those interested in the Ford Foundation's experimental program on the use of films with adult discussion groups. He reports that they now have approximately 300 groups over the country using discussion "packages" (films, printed matter, maps and other illustrative materials).

WHICH STUDENT TRAVELS FARTHEST?

In a previous issue of the News Letter, mention was made of a student traveling 50 miles to attend Walter Johnson's class in Art E170 at Springfield. Rupert Evans, Assistant Professor of Industrial Education, recently remarked that he has a student who travels 95 miles from Bloomington to Galesburg to attend his class in Education E488.

Incidentally, this man, Shirley Winterroth, is taking classes at Illinois State Normal University and is also working a regular night shift as a printer for the Bloomington Pantagraph.

PHIPPS AUTHORS BOOK

Lloyd J. Phipps, Assistant Professor of Agricultural Education, is the author of the sixth edition of Cook's Handbook on Teaching Vocational Agriculture, a book consisting of 1023 pages and published by the Interstate Publishing Company, Danville.

It is designed to tell "how", and to develop an understanding of the philosophy of agricultural education. All phases of vocational education in agriculture are included so that the book may serve as an up-to-date reference for materials and ideas for use in all young and adult farmer classes. Phipps taught an extension class during the first semester.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING SEMESTER

Sixth Supplement to Volume IV, Number 7, January 11, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		FT. SHERIDAN			
U-3-165	Composition, Music E306	U[1]	3-27-52	6-12-52	Eugene Weigel
		KEWANEE			
N-L-92	Grievance Handling and Human Relations	N[2]	4-7-52	5-26-52	Fred Meyers
		MONSANTO			
U-2-52	Principles of Chemical Engineering	U	4-8-52	7-22-52	N.L. Sample
		SPRINGFIELD			
N-4-61	Supervision	N	3-14-52	5-2-52	G.C. Carter
		STERLING			
N-5-72	Presidential Elections Issues, 1952	N	3-20-52	4-24-52	Royden Dangerfield Jack W. Peltason Robert E. Scott Thomas Page Phillip Monypenny

[1] Carries undergraduate college credit.

[2] Carries no college credit.

C
I Ku21n
Cop. 2
Ill. Coll.

UNIVERSITY OF ILLINOIS

THE LIBRARY OF THE
JUL 3 1952
UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

NUEA CONVENTION IN AUSTIN

The annual convention of the National University Extension Association was held at Austin, Texas, April 20-23. The DUE was represented by Robert B. Browne, Stanley C. Robinson and Neil F. Garvey, all of whom appeared on the program.

One of the unannounced highlights on the banquet program was Dean Browne, officially representing the Association, giving special recognition to Dean Thomas Shelby, University of Texas, for the inspirational leadership he has given to the NUEA during the past several years. Dean Shelby retired from full-time administrative work last fall.

The next NUEA meeting will be held at Lansing, Michigan, with Michigan State College as host.

DUE ADMINISTERS SPEECH FINALS

The Division, through its Correspondence Courses Section, again this year cooperated with the Illinois High School Association by administering the State Speech Finals here on the campus, Friday and Saturday, April 18 and 19. One hundred ninety contestants from fifty-nine schools participated in the Drama Festival, Debate Tournament, and eight individual events. Contestants participating in the State Finals were advanced to this contest through district and sectional contests previously held at various places throughout the state. (Continued)

NOTES ABOUT THE DEAN

April 30 - Dean Browne appeared on a symposium of television under the auspices of Sigma Chi, a fraternity of professional journalism.

April 30 - Thurman White, Dean of Extension, University of Oklahoma, was visiting with the Dean.

May 2-3 - The Dean was attending a meeting of the American Council on Education at Chicago.

May 6 - Dean Browne made a talk before the Chapter of the Civil Service Assembly in Springfield.

May 9 - He gave the Honors Day address at Navy Pier in Chicago.

CALENDAR OF EVENTS

May 9 - DUE Staff Meeting, 118 Illini Hall.

May 13-15 - Institute of Life Insurance Management, Allerton Park.

May 16-17 - Press Photographers' Short Course, Urbana.

May 17-19 - Illinois Academy of Criminology, Allerton Park.

May 20-22 - Power Service Advisors Short Course, Urbana.

May 22-23 - Problems of Older Workers, Allerton Park.

May 23-24 - Labor Editor's Conference, Urbana.

Volume IV Urbana, Illinois, May 9, 1952 Number 14

NEWS LETTER STAFF

Stanley C. Robinson, Editor
C.D. McMurry, Assistant Editor
(Mrs.) Adrienne Antman, Copywriter
(Miss) Mary Jane Henderson, Copywriter
John Baskin, Duplicator
(Mrs.) Grace Moore, Duplicator

SEND IT IN

Any items for the next issue of the News Letter should be received at 118 Illini Hall by Friday, May 16. Only one issue was published in April.

DUE ADMINISTERS SPEECH FINALS (Continued)

The Drama Festival was won by Joliet Township High School, the Debate Tournament by Lyons Township High School of LaGrange, and the sweepstakes winner was Granite City High School.

VAS FILM GOES ASTRAY

"Received without address. Return to sender". That white tag, pasted on a Visual Aids shipping case, told the story.

The Audio-Visual Aids Service recently shipped out the film, CHILDREN OF SWITZERLAND. It got to the user all right. But on the return journey, where did it wind up? That's right - in Switzerland. Somehow, in Chicago, postal workers mistook the film title, typed at the top of the address label, for the address. The International Post Office very properly stamped it "Passed - U.S. Customs" and put on a tag noting that there was 15¢ postage due. At Basel, Switzerland, authorities looked at it, decided, apparently, that the problem was not theirs, and put on the label, "Recu sans adresse. Retour a l'expediteur." CHILDREN OF SWITZERLAND came back to the United States. So far, the Postal Department has not tried to collect the 15¢ postage due.

FIELD MEN ADMINISTER TESTS

Vocational tests were administered in Springfield by "Walt" Brown April 28-29, and in Urbana by "Barney" Fulk May 5-6. Bob Johnston and Tunis Dekker will administer these tests in Rockford May 12-13.

CARTER ASSISTS IHA

Gerald Carter was in Chicago May 2 attending a meeting called by the Illinois Hospital Association to help plan for an Institute on Administration to be held under the sponsorship of the IHA at Allerton Park May 21-22. Dr. Carter will serve as conference leader at this Institute.

Carter was also on the program of another Institute on Administration for Head Nurses and Supervisors which was held in Springfield May 8. It was co-sponsored by the University of Chicago and the Kellogg Foundation.

CHANGES IN PERSONNEL

Mrs. Grace Moore began her duties Monday, May 5, in the Duplicating Machine Operator I position recently vacated by Mrs. Betty Brunk. Mrs. Moore is a graduate of Steinmetz High School, Chicago. Her husband, Vernon, a graduate of Urbana High School, is employed in the Physical Plant.

Mrs. Donna Layer, who has been giving stenographic assistance on a part-time basis in the office of Messrs. Byron E. Fulk, Homer L. Gammill, and John F. Humes since last November, will be leaving DUE May 16. All in DUE extend their best wishes to Donna and her husband Bill.

WOLFE AND SCHAFFRATH GO TO MINNESOTA

Earl C. Wolfe, ILIR and DUE, spent two days at the University of Minnesota helping hospital administrators with methods of unifying their hospital departments April 24-25. Bill Schaffrath, formerly with ILIR and DUE, was also assisting with this annual venture sponsored by the University of Minnesota. Bill is now supervisor of personnel in the Johns Hopkins University Hospital.

HERE AND THERE

C.D. McMurry was absent during the period April 10-26 undergoing surgery at Cole Hospital. He wishes to thank members of the DUE Welfare Fund for the beautiful lily received on Easter Sunday.

The Office Supply Store will be closed for Inventory on May 25 through May 31 inclusive. No orders will be taken or materials delivered.

Earl C. Wolfe was one of the speakers at the Iowa Conference on Public Relations sponsored by Cornell College at the Iowa Manufacturers Association April 18.

Larry Olson, instructor in speech, will address the Illinois State Credit Bureau at their state convention in Danville, Sunday, April 20. Larry is also engaged to deliver the commencement address at Worthington High School and Junior College, Worthington, Minnesota, from which he graduated 25 years ago.

Professor C.O. Jackson, who is now teaching Health Education E403 at Centralia, reports a busy itinerary through April.

He attended the National Epsilon Kappa Convention at Los Angeles April 4-6, also a meeting of the Advisory Committee Health Education Project at Crystal Lake April 17-18. He served as State Convention Chairman of a panel at Hinsdale April 19. He and A.E. Florio accompanied Groups A and B of the Twelfth Annual Inspection Trip by Junior Men to Milwaukee, Wisconsin, April 22-24.

HERE AND THERE (Continued)

Professor Walter V. Kaulfers gave the keynote address, "Sunrise over the Americas" at the annual state convention of the Illinois Federation of Pan-American Leagues in Bloomington, April 5. During April, Professor Kaulfers addressed the school staff and Parent-Teacher Association in South Bend, the Indiana Modern Language Association, and the Southern States Foreign Language Conference, both in Lexington, Kentucky. At the close of the spring semester he will fly to Mexico to deliver a special address in Spanish in Mexico City.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING AND SUMMER

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		BENTON			
U-Oy-1	Organization of School Health Programs	U[1]	7-7-52	7-25-52	Warren J. Huffman
		BELLEVILLE			
U-Oy-3	Introduction to Art Form	U	7-21-52	8-1-52	Walter M. Johnson
		BLOOMINGTON			
N-4-65	Beginning Business Letter Writing	N[2]	4-30-52	6-19-52	Francis W. Weeks
		CENTRALIA			
U-Oy-302	Games for Children	U	6-2-52	6-13-52	Albin Warner
U-Oy-2	Recreational Crafts	U	7-7-52	7-18-52	Walter M. Johnson
		CHICAGO			
N-3-160	Course for Sheriff's Police (four sections)	N	4-14-52	4-25-52	Richard Dewey John C. McGregor Jack W. Peltason Ross Stagner Ervin Warren W. W. Charters

[1] Carries undergraduate college credit.

[2] Carries no college credit.

		ELDORADO			
U-Oy-303	Introduction to Art Form	U	6-16-52	6-27-52	Walter M. Johnson
		FT. SHERIDAN			
U-3-166	Principles of Accounting	U	4-1-52	6-19-52	H.G. Yankow
		OGLESBY			
N-L-99	Inflation and Union Problems	N	4-10-52	5-29-52	Herman Erickson
		PETERSBURG			
U-Oy-304	Games for Children	U	6-16-52	6-27-52	Albin Warner
		PITTSFIELD			
U-Oy-305	Safety Education	U	6-2-52	6-13-52	Warren J. Huffman
		ROANOKE			
N-4-34	Conference Procedures in Industrial Management	N	4-14-52	6-2-52	Earl Wolfe
		SALEM			
U-Oy-301	Safety Education	U	6-16-52	6-27-52	Warren J. Huffman
		STREATOR			
N-5-69	Industrial Relations	N	4-1-52	5-20-52	Earl Wolfe
		VIRGINIA			
U-Oy-306	Recreational Crafts	U	6-2-52	6-13-52	Walter M. Johnson

Ill. Coll.
Zu 21n
op. 2

UNIVERSITY OF ILLINOIS

THE LIBRARY OF THE
JUN 25 1952
UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

STATE FINAL MUSIC CONTESTS

The office of Music Extension, the School of Music, University Bands, and the Illini Union hosted the State Final Contests for Class A and AA high schools April 25-26.

All solo and ensemble events were held April 25, while the school organizations were heard April 26. Joliet Township High School was announced as the sweepstakes winner for the Class AA schools, with Downers Grove High School as the runner-up. Champaign High School won the sweepstakes award for the Class A schools, with Quincy Senior High School as runner-up.

All four schools received beautiful bronze plaques from the Illinois High School Association. These were presented at the close of the contest on Saturday by Thomas S. Richardson, executive manager of the contests.

VAS ISSUES FILMSTRIP CATALOG

This week the Visual Aids Service issued a 36-page filmstrip catalog. It marks the first time in the history of the service that filmstrips have been offered for loan. To meet the increasing demand for loan of filmstrips and sound slidefilms, a library is being developed as part of the regular Audio-Visual Aids Service.

Many of the filmstrips offered for loan are closely correlated with motion pictures in the library, thus making it possible for teachers and group leaders to combine advantageously the motion picture (Continued)

DEAN BROWNE'S SCHEDULE

May 27-30 - Ann Arbor, Michigan to attend a meeting of Faculty Representatives and Athletic Directors of the Intercollegiate Conference on Athletics.

June 6-7 - To Carbondale to attend a meeting of the Southern Illinois University Alumni Board meeting and class reunion. He will be the speaker at the alumni banquet; the topic of his address being "What Makes A Good Alumnus?"

June 13-14 - Summer Session registration.

CALENDAR OF EVENTS

May 23-24 - Labor Journal Editors Conference, Urbana.

June 5-7 - Conference on Labor Education Programs, Allerton Park.

June 8-13 - Summer Institute for Librarians-in-Service, Allerton Park.

June 9-25 - Map Workshop, Urbana.

June 9-13 - Skills in Food Preparation Short Course, Urbana.

June 9-13 - Tailoring Short Course, Urbana.

June 9-13 - Nutrition for Homemakers Short Course, Urbana.

June 14-15 - Educational Conference for Illinois State Conference of Machinists, Allerton Park.

Volume IV Urbana, Illinois, May 23, 1952 Number 15

NEWS LETTER STAFF

Stanley C. Robinson, Editor
C.D. McMurry, Assistant Editor
(Mrs.) Adrienne Antman, Copywriter
(Miss) Mary Jane Henderson, Copywriter
John Baskin, Duplicator
(Mrs.) Grace Moore, Duplicator

There will be only one issue of the News Letter during each of the summer months and September. Any items for the June issue should be received at 118 Illini Hall by June 6.

VAS ISSUES FILMSTRIP CATALOG (Continued)

with still picture presentation.

Copies of this publication are free upon request to the Division of University Extension, Visual Aids Service, Arcade Building, Champaign, Illinois.

VOCATIONAL COUNSELING

Walt Brown, "Barney" Fulk, and Gerald Carter did vocational counseling in Springfield May 12 and 13. They were kept very busy as the attendance was quite good. Fulk and Carter did the counseling in Urbana May 19 and 20.

WINNING BAND GIVES CONCERT

The Joliet Township High School Band, under the direction of Bruce Houseknecht, gave a concert in the University Auditorium the evening of April 25. This concert was presented by the Illinois High School Association, Division of University Extension, School of Music, University Bands, and the Interfraternity Council.

Mr. Houseknecht is head of the department of music for Joliet Township High School and Junior College. Under his direction, the Band won the Lions International Championship in June, 1950. Their concert tours have extended from California to New York--where they played a week's engagement in Radio City Music Hall--and from Canada to Mexico.

VAS HAS VISITOR

Mr. H.A. Turja of Helsinki, Finland was a visitor at the Visual Aids Service on May 8 and 9. Mr. Turja, a vocational guidance official in Finland's Ministry of Education, has been in this country for ten months making a special study of audio-visual methods. He had lunch with the Extension Division staff in the Illini Union on May 9.

OLSON CONDUCTS PROGRAM

For the eighth successive summer, the Summer Residential Clinic will be conducted on the campus with Larry Olson of the Department of Speech as coordinator.

Approximately forty children afflicted with cerebral palsy, cleft palate, and subnormal hearing will be in attendance. The program will operate from June 22 through August 1 and will be under the auspices of the Summer Session.

MUSIC EXTENSION NOTES

Paul Painter, Director of Music Extension, was recently guest conductor of the New England Music Festival in New Britain, Connecticut.

MUSIC EXTENSION NOTES (Continued)

Music Educators National Conference was held in Philadelphia March 21-26. Representatives from Music Extension were: Paul Painter, Thomas S. Richardson, Robert L. Garretson, and Gilbert R. Waller. Both Mr. Painter and Mr. Richardson acted as chairmen for different committees, and were also members of advisory committees. Mr. Waller continued on to New York City for a meeting of the Violin Teachers Guild.

A conference for Piano Teachers of Illinois was held at Robert Allerton Park, April 29-30, under the supervision of Music Extension and the School of Music. Stanley Fletcher served as Coordinator. A total of 150 teachers from all sections of Illinois were present. It is planned to make this an annual affair because of the interest shown at this first event.

Thomas S. Richardson, Assistant to the Director of Music Extension, recently judged State Contests in Indiana and Iowa.

Robert L. Garretson has made trips recently to Decatur, Olney, Springfield, Aurora, Bloomington, Franklin Park, Oak Park, Rockford, and Sterling for the purpose of recording outstanding choral groups for the "Illinois Chorus" broadcast series.

The Mid-West Students Composers Symposium was held May 9-10 at Robert Allerton Park. It was sponsored jointly by Music Extension and the School of Music. Eugene Weigel was in charge of the program.

Thomas Richardson appeared before the parent groups of the North Chicago, Downers Grove, and Pekin High Schools and Paul Painter before those of Waukegan and Danville High Schools in regard to the Illinois Summer Youth Music program.

Paul Painter was guest conductor of the Moweaqua Community Unity Schools Band for their spring concert on Friday, May 16.

HERE AND THERE

Mrs. Beverly Carter, Audio-Visual Aids account clerk, returned to work May 14, after being out a week with the German measles.

A new book entitled A School for Tomorrow has just been published by the Office of Field Services, College of Education. Dr. Merle R. Sumption is director of this office. This book presents an educational and building program for the future secondary school.

SCHEDULED EXTRAMURAL COURSES FOR THE SPRING AND SUMMER
First Supplement to Vol. IV, Number 14, May 19, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		BELLEVILLE			
U-Oy-4	Music for Elementary Teachers	U[1]	8-4-52	8-22-52	Marjorie Hunter
		BLOOMINGTON			
N-4-66	Beginning Letter Writing	N[2]	4-30-52	6-18-52	Francis W. Weeks
		OLNEY			
U-Oy-5	Organization of School Health Programs	U	7-28-52	8-15-52	Warren Huffman
		URBANA			
U-Oy-6	Practice in Agricultural Education	U	7-21-52	8-30-52	Cooperating High School Agriculture Teachers

[1] Carries undergraduate college credit.
[2] Carries no college credit.

Ezwzin
p. 2

UNIVERSITY OF ILLINOIS

THE LIBRARY OF THE
JUL 22 195
UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

REGIONAL WORKSHOP IN INDIANA

The NUEA Regional Workshop was conducted at Indiana University during June 29-July 2. It was attended by representatives from Minnesota, Wisconsin, Michigan, Illinois, Ohio, Purdue, Indiana, and Kentucky Universities.

Attending from DUE were: Dean Robert B. Browne, Stanley C. Robinson, Scott B. York, Robert K. Newton, Gerald C. Carter, Donald W. Smith, Byron E. Fulk, and Walter V. Brown.

According to the consensus of the DUE group, the entire program was very much worth-while. Several remarked that it was even better than previous regional workshops.

MORE SUMMER WORKSHOPS ADDED

The News Letter issue of April 11 reported that eleven workshop credit courses were scheduled during the summer months. Since then seven more have been added.

These workshop groups meet five full days each week. Courses of two and three credit hours meet for two and three weeks respectively.

SERIES OF MUSIC BROADCASTS CLOSE

The Division's Music Section closed its 1951-52 series of radio broadcasts May 24. During the year fifteen musical programs consisting of thirty-seven broadcasting periods were carried over nine stations: WDZ, Decatur; WWXL, Peoria; WFRL, Freeport; WLBH, Mattoon; WGIL, Galesburg; WVMC, Mount Carmel; WTAX, Springfield; WTAD, Quincy; and WILL, University of Illinois.

Approximately one-third of the time was devoted to emphasizing features and techniques of the Illinois All-State Music Activity and the Sousa March Clinic, which were conducted by Music Extension. The major portion of the broadcasts featured units of the "Illinois Chorus."

Secondary schools participating in the chorus project were: West Aurora (two programs), Bloomington, Champaign, Decatur, Glenbard of Glen Ellyn, Joliet, Lanphier of Springfield, Leyden of Franklin Park, Oak Park, River Forest, Proviso of Maywood, East Rockford, and West Rockford.

Robert L. Garretson of the Music Section's staff was production manager of the series. He (continued)

CALENDAR OF EVENTS

July 13-18 - International Chemical Workers Institute, Allerton Park.

July 27-August 1 - Steelworkers Summer Institute, Urbana.

July 27-August 2 - Credit Bureau and Collection Service Management Institute.

Volume IV Urbana, Illinois, July 18, 1952 Number 17

NEWS LETTER STAFF

Stanley C. Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Mary Jane Henderson, Copywriter
John Baskin, Duplicator
(Mrs.) Grace Moore, Duplicator

SEND IT IN

Any items sent in for the August issue of the News Letter should reach 118 Illini Hall by August 8. Information pertaining to needed revision of our mailing list is welcomed.

SERIES OF MUSIC BROADCASTS CLOSE (Continued)

reports that production of the series was possible only through the excellent cooperation of the University Broadcasting Station's staff members.

A series of programs to be edited from campus productions of Illinois Summer Youth Music groups will be broadcast this month.

STORK VISITS THE MAX PARIS FAMILY

Max and Adeline Paris became the proud parents of a baby boy, Kent Alan, born on Saturday, June 14. He weighed in at 4 pounds, 10½ ounces. Max reports that both the son and mother have been getting along well.

Max is commercial artist in the Visual Aids Service, 300 Arcade. The Paris' have two other children, Pamela Joyce, age 9, and Mark Kevin, age 4. The family resides at 703 West Clark, Urbana.

COURSES OFFERED AT CHANUTE AIR FORCE BASE

In cooperation with Captain D. F. Magness, Officer in Charge of the Education and Information Division, DUE began seven credit courses at Chanute Air Force Base June 16.

Each of these classes is scheduled for sixteen three-hour sessions, which begin at 6:30 p.m. on Mondays and Thursdays. Course titles and instructors are as follows:

1. Aeronautical Engineering E231 - Aircraft Power Plants. Instructor, Paul Torda.

2. Education E211 - Educational Psychology. Instructor, R. Stuart Jones.

3. English E101 - Freshman Rhetoric and Composition. Instructor, Harris Wilson.

4. History E319 - Czarist Russia. Instructor, Nelson Norman.

5. Mathematics E112 - College Algebra. Instructor, L. C. Butler.

6. Mathematics E114 - Plane Trigonometry. Instructor, R. W. Strow.

7. Speech E101 - Principles of Effective Speaking. Instructor, R. E. Nadeau.

GAMMILL RECEIVES DOCTOR'S DEGREE

Homer Gammill, Assistant Professor of Industrial Psychology, DUE and ILIR, passed his final examination for the Degree of Doctor of Philosophy at the University of Nebraska July 9.

Homer's dissertation was entitled "Attitudes Toward Labor and Management." All of DUE congratulate Homer and rejoice with him upon the successful conclusion of this project in graduate study.

Haven't you noticed that learned expression on Dr. Gammill's face the last few days?

RECREATIONAL ARTS WORKSHOP

The popularity of the Recreational Arts Workshops continues with increasingly large enrollments; namely, 32 at Virginia, 34 at Eldorado, and 41 at Centralia.

The instructor, Walter M. Johnson, reports that in his present class at Centralia one student is coming from Peoria (96 miles) and four from East St. Louis. Other members of the class are teachers from the counties of Marion, Jefferson, Washington, and Clinton. Johnson and his students are at school by 7 a.m. each day to begin work.

SUMMER YOUTH MUSIC GROUPS GIVE CONCERTS

The Illinois Summer Youth Junior Orchestra, under the direction of Paul Painter, and the Illinois Summer Youth Junior Band, conducted by Thomas S. Richardson, both in Music Extension, presented joint concerts on the evenings of July 10 and 11.

These concerts, held in a canvas theater located just north of the Lincoln Residence Hall, were the culmination of two weeks of intensive training. There were 230 students from grades 6-9 in schools throughout Illinois participating in the two organizations. Both concerts were given before a full house, the attendance being more than double that of last year. Students, parents, and townsfolk were quite enthusiastic about the training which these students gave evidence of having received.

The Summer Youth Senior Orchestra and Chorus groups began their two-weeks training period July 13. This will be followed by another two-weeks period given over to the Summer Youth Senior Band.

HERE AND THERE

Gilbert R. Waller, College of Fine and Applied Arts and DUE, served as consultant at the Indiana University Midwest Summer String Workshop at Bloomington (Indiana) July 7-9.

- - - - - - - - - - - -

The University of Denver recently invited Dean Everett Hosman of the University of Omaha to conduct a three-evening school for church ushers. The result was an attendance of more than 200. Vice-chancellor A. E. Nelson made the arrangements for the school.

HERE AND THERE (Continued)

Neil F. Garvey was in Springfield June 23-24 where he lectured on local government for the boys attending Boys' State of Illinois.

SCHEDULED EXTRAMURAL COURSES FOR THE SUMMER SESSION

Second Supplement to Vol. IV, Number 14, May 19, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		CARROLLTON			
U-Oy-307	Conservation of Natural Resources	U[1]	6-9-52	6-28-52	Wm. D. Masters
		CARTHAGE			
U-Oy-12	Music for Elementary Teachers	U	7-14-52	8-1-52	Cecile Coombs
		CHANUTE			
U-Oy-18	Plane Trigonometry	U	6-16-52	8-7-52	R. W. Strow
A-Oy-17	Tsarist Russia	A[2]	6-16-52	8-7-52	Nelson F. Norman
U-Oy-16	Educational Psychology	U	6-16-52	8-7-52	R. Stewart Jones
U-Oy-14	Principles of Effective Speech	U	6-16-52	8-7-52	Raymond E. Nadeau
U-Oy-15	Aircraft Power Plants	U	6-16-52	8-7-52	Paul Torda
U-Oy-13	Rhetoric and Composition	U	6-16-52	8-7-52	Harris W. Wilson
		DECATUR			
N-Oy-22, 23, 24, and 25 (Four sections)	Human Relations in Supervision	N[3]	8-18-52	9-10-52	John F. Humes and Earl Wolfe
		EFFINGHAM			
U-Oy-9	Music for Elementary Teachers	U	8-4-52	8-22-52	Cecile Coombs

[1] Carries undergraduate college credit.

[2] Carries advanced undergraduate or graduate credit.

[3] Carries no college credit.

		JERSEYVILLE			
U-Oy-11	Conservation of Natural Resources	U	7-28-52	8-18-52	Wm. D. Masters
		ROCKFORD			
U-Oy-20	Games for Children	U	8-11-52	8-22-52	Albin Warner
		SPRINGFIELD			
U-4-68	Rhetoric and Composition	U	6-2-52	6-26-52	Constance Nicholas
U-4-67	Rhythms for Children	U	6-30-52	7-12-52	Ione J. Cope
U-4-1	Conservation of Natural Resources	U	7-7-52	7-25-52	Wm. D. Masters

I Ku 21n
Cop. 2
Ill. Coll.

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

THE LIBRARY OF THE
SEP 2 1952
UNIVERSITY OF ILLINOIS

DUE FILM SERVICE INCREASES

Secretary of State Edward J. Barrett, State Librarian, recently announced in all newspapers and press services of Illinois, completion of plans to make films available on a loan basis through the Illinois State Library.

This program is a cooperative project of the Illinois State Library and the Visual Aids Service of the University of Illinois. Catalogs listing all the films of both collections have been sent to all libraries in the State. Arrangements to borrow these films may be made with the local library or with the Illinois State Library. Return postage will be the only cost to the borrower.

In the past the extensive film library of the University has been limited to school loans, principally. Through the present arrangement audio-visual aids are available to all civic groups and service clubs in addition to schools. Mr. Barrett points out that using the University's film collection has the double advantage of making more films available to a greater number of people and avoiding the duplication of purchases by two state-supported institutuions.

SUMMER YOUTH MUSIC PROGRAM CLOSES

The Senior Band closed the final session of the Illinois Summer Youth Music program on August 12. Clarence E. Sawhill, Band Director at the University of California at Los Angeles, and formerly associated with the Bands at the University of Illinois, was guest conductor. A concert was given on Friday, August 8 in the "Big Top" (tent), to a full house. This concert was the climax of two weeks of intensive training and study. Thomas S. Richardson, Music Extension, rehearsed the group for four days prior to Mr. Sawhill's arrival.

The Senior Orchestra, under the direction of Louis M. Blaha, J. Sterling Morton High School, Cicero, and the Summer Youth Chorus, under the direction of Paul Young, U. of I. School of Music met July 13-25. The choral concert was held on July 24 and the Senior Orchestra Concert was presented on July 25. As a finale to this two weeks session, the chorus sang "Hallelujah" from the Mount of Olives, by Beethoven, accompanied by the Senior Orchestra.

A total of 482 students attended the 1952 session of Illinois Summer Youth Music for the six weeks program which was conducted by Music Extension.

CALENDAR OF EVENTS

August 18-20 - Yearbook Advisers Short Course, Robert Allerton House.

September 9-11 - Sixth Hot Water and Steam Heating Short Course, Urbana. Dean Browne will be Toastmaster at the banquet on September 10.

September 12-14-Junior Red Cross State Conference, Robert Allerton House. Dean Browne will extend the address of welcome.

September 18-19-Statistics Conference, Robert Allerton House.

NEWS LETTER STAFF

Stanley C. Robinson, Editor
C. D. McMurry, Assistant Editor
(Miss) Marjorie Lewis, Copywriter
(Miss) Mary Jane Henderson, Copywriter
John Baskin, Duplicator
(Mrs.) Grace Moore, Duplicator

SEND IT IN

Any items sent in for the September issue of the News Letter should reach 118 Illini Hall by September 12. Information pertaining to needed revision of our mailing list is welcomed.

DIRECTOR OF ALLERTON HOUSE

Norman W. Johnson of Minnesota was recently appointed director of Robert Allerton House which is now being managed by the DUE.

Mr. Johnson has been with the University of Minnesota where he was director of the center for continuation study. He received his M. A. degree from Iowa State University in 1941 and is near the completion of his doctorate in the same school. In addition to being director of Robert Allerton House he will hold academic rank as associate professor of adult education in extension.

Mrs. Johnson and family plan to join Norman, in Urbana, soon.

MARSH JOINS DUE STAFF

Richard R. Marsh of St. Louis, Missouri, has been employed by the Division of University Extension to devote his full time to teaching extramural courses in Dairy Technology.

Mr. Marsh holds the Ph.D. degree which was awarded by the University of Kansas. He was formerly affiliated with Swift and Company, also with Washington University, St. Louis, Missouri. His academic rank is assistant professor of Dairy Technology.

DUE EMPLOYS SCHROTH

Eugene H. "Buck" Schroth has been appointed facility manager at Robert Allerton House.

Mr. Schroth, an athletics enthusiast, recently resigned from his position as superintendent of the public schools at Paxton to accept this appointment. He received the M. S. degree in Georgraphy from the University of Illinois in 1936.

IN RETROSPECT

During the past year, 160 instructors traveled by bus, University automobile, train, and plane to teach 317 off-campus classes in 63 towns in 47 counties of the State. Of the 317 classes conducted, 155 carried college credit with a total enrollment of 3,330 students. The remaining 162 classes carried no college credit and were attended by 3,598 students. Average enrollment in the credit classes was 21.4 students while the non-credit classes averaged 22.2 students.

A wide variety of courses was made possible through the cooperation of the various campus departments in furnishing teaching personnel.

Considering the rate requests are coming in there is a strong indication that the total number of classes will be increased during the coming school year. The Division hopes to eventually extend the University's educational program and resources to any group of citizens in the State which desires and will gain benefit from an educational program on the university level.

FIELD STAFF VACANCY FILLED

Fred Werner Steuernagel, 1321 Pennsylvania Avenue, East St. Louis, Illinois, has been appointed to the position of Extension Specialist. He will have the territory of southern Illinois which was formerly served by the late Robert T. Osborne.

Fred is an alumnus of the U. of I. with a major in journalism. Baseball ranked high among his extracurricular activities. Many will recall his accomplishments on the Illinois Field while he was a member of the University team during the early thirties.

Since graduation, Mr. Steuernagel has worked in business and industry in the capacities of vocational trainer, salesman, and sales supervisor. Among the industries for which he worked is Swift and Company, St. Louis, where he stayed ten years. He was also an officer in the U. S. Navy four years during World War II.

MASTERS ACCEPTS POSITION

William D. Masters, who has been teaching extramural classes in conservation for DUE, has accepted a position as Smith-Hughes instructor of Agriculture in the Manito High School.

Considering the superior quality of work "Bill" has achieved in our conservation classes we are certain Manito has made an excellent selection.

MUSIC EXTENSION NOTES

Paul Painter, Director, left August 6 for Durham, New Hampshire to conduct the orchestra of the Summer Music program sponsored by the University of New Hampshire.

Gilbert R. Waller is teaching at the University of Colorado for two weeks.

Thomas S. Richardson and Robert L. Garretson served as judges August 9 for the state-wide County Choral Festival which was held in conjunction with the State Fair at Springfield.

Jeannine Brunner, Clerk-Typist, resigned her position on August 4. She is now in Detroit, Michigan, with her father.

I Lu 21n
Cop. 2
Ill. Coll.

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

DUE ANNUAL ROUND TABLE

The DUE Staff met at Robert Allerton House September 3-5 for its annual reviewing and planning session.

After appraising the strength and weakness in particular phases of last year's program, attention was focused on procedures which appear to be advisable and necessary in developing the extension program for the present year.

Staff members and wives enjoyed a picnic in Illini Grove Wednesday evening, the 4th.

HUMES AND WOLFE COMPLETE MANAGEMENT CLASSES

Jack Humes and Earl Wolfe have recently completed a sixteen-hour course in Management Training in Human Relations for personnel of the Signal Depot at Decatur.

Eighty people, including the Commandant and other high ranking military personnel together with top civilian management personnel, were divided into four groups.

The discussions were lively and apparently beneficial to such an extent that the officials of the Depot have asked for a further series of classes that will include supervisors at lower levels.

DEAN BROWNE'S SCHEDULE

September 20 - Luncheon speaker at meeting of Daughters of the American Revolution, which is to be held in the Urbana Methodist Church.

October 2-4 - In Springfield for meeting of Trustees Section of the Illinois Library Association, of which he is Chairman.

THE LIBRARY OF THE
SEP 30 1952
UNIVERSITY OF ILLINOIS

CALENDAR OF EVENTS

September 18-19 - Regional Conference on Business Statistics, Robert Allerton House.

September 22-26-Insurance Short Course, Part I, Urbana.

September 29 -October 3 - Sewage Works Operators Short Course, Part II, Urbana.

September 29-October 3 - Driver Training Seminar for High School Teachers, Urbana.

October 5 - 8 - Disability Insurance Sales Course, Robert Allerton House.

October 7-8 - Dairy Laboratory Conference, Urbana.

October 9-10 -Fifth Industrial Management Institute, Robert Allerton House.

NEWS LETTER STAFF

Stanley C. Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) June Teegardin, Copywriter
John Baskin, Duplicator
(Mrs.) Grace Moore, Duplicator

SEND IT IN

Any items sent in for the next issue of the News Letter should reach 118 Illini Hall by October 3. Information pertaining to needed revision of our mailing list is welcomed.

EXTENSION CLASS IN CHEMICAL ENGINEERING

The Monsanto Chemical Company is planning to continue its extension program with the University of Illinois. The third semester of courses in "Principles of Chemical Engineering" is scheduled to start at the Monsanto Plant early in October.

This program was organized in 1951 as a means of overcoming the shortage of trained chemical engineers. The courses enable Monsanto personnel with a background in Chemistry, to obtain engineering training which will aid them in their work and which may be used to obtain a degree in chemical engineering. The instructor of the course will be Dr. N. L. Sample of the Monsanto Chemical Company.

A GRIPE WITH A LIGHT TOUCH

The Correspondence Courses Section is ordinarily burdened with a heavy flow of routine letters in the course of which any gripes can prove to be rather boring and often irritating. However, receipt of the following letter written in blank verse proved to be a refreshing experience.

"I know I'm much too dilatory,
But please relax and read my story:
The tomatoes were early, the corn was late,
I've canned them both; and had to wait
To study "Municipal Government."
And the lecture bureau has also sent
My acceptances for speeches to give
Twice this month--any my mind's a sieve.
I've directed ads worth five thousand dollars
To the DAR; and my husband hollers
And justly complains I work too much
At civic duties and other such,
That I'm a way too tired around about
Eight p.m. to write lessons out.
I thought I could finish--I really tried--
But the virus has hit us all broadside.
I've had two throat coagulations,
And entertained a flock of relations,
And another odd house guest or two
That's been around. Also in view
Of the fact that it's nearly September seven,
And I'm only in the middle of Lesson eleven--
Before we all get hypertension;
Enclosed five dollars for six-months' extension!
Please."

DIRECTOR OF ILIR

Robben W. Fleming has been appointed director of the Institute of Labor and Industrial Relations. He replaces Professor Milton Derber, who has been acting director for the past year and who will continue as head of the Institute's research division.

Mr. Fleming has been director of the University of Wisconsin Industrial Relations Center since 1947. During 1951 he was executive director of the Wage Stabilization Board. In 1950 he spent six weeks in Germany advising universities there on setting up industrial programs.

He received the A.B. degree from Beloit in 1938 and the LL.B. from the University of Wisconsin in 1941.

MOODY SUCCEEDS BRUMM

Sigurd Moody has been named to succeed John Brumm, Assistant Professor of Labor and Industrial Relations, DUE and ILIR.

Sigurd received his A.B. degree in social sciences at the University of Minnesota. He will be working with labor groups in extension classes and conferences.

ILIR and DUE are still seeking an additional staff member to work with management groups in the industrial relations field.

Brumm left to become executive director of the Committee for the Nation's Health in Washington, D.C.

WANN JOINS INSTITUTE

Jack Wann has been appointed assistant professor of labor and industrial relations to do experimental work with labor groups in the fields of international relations and domestic participation in community affairs. The work will be a two-year project under the Ford Labor Education Committee.

Jack was director of the Citizenship Training Program at the University of Wisconsin School for Workers before coming to Illinois. He received his A.B. degree in economics from Drury College and did graduate work in political science at Johns Hopkins and the University of Missouri.

DUE EMPLOYEE CHANGES

Mrs. June Teegardin has begun her duties as receptionist in the main office. She and her husband, Robert, are from Madison, Wisconsin. June has had one semester of work at the University of Wisconsin. She also has had three years of experience in the State Civil Service of Wisconsin. Robert is a senior in the School of Architecture.

In the Correspondence Courses Section, Miss Mary Jane Henderson, who has been

receptionist, has taken over the duties of Mrs. Patricia Bunting, who has resigned. Miss Nadine Randall, who graduated from the Urbana High School with the class of 1952, is also a new employee. Miss Joanne Brewer, Champaign, has been a part time employee in the Correspondence Courses Section since August 13. She is a senior working for her A.B. degree in painting. Mrs. Mary Fulk has recently resigned because of ill health. All of DUE are wishing for her rapid recovery.

Mrs. Grace Ottwein has been employed to fill the vacancy in the Music Extension Section caused by the recent resignation of Miss Jeanne Brunner. Mrs. Ottwein is a graduate of McCray-Dewey High School, Troy, Illinois, and was formerly employed as a typist at the Collegiate Cap and Gown Company of Champaign. Her husband, Merrill, is embarking on a four-year course in the College of Veterinary Medicine.

Miss Doris Lynn has resigned from her position in the office of R. K. Newton on account of her mother's illness.

SMITH FAMILY TOURS THE WEST

Mr. and Mrs. Donald W. Smith, with their daughters, Judith and Beverly, traveled extensively in sixteen western states during the month of August. They visited the Black Hills of South Dakota, Yellowstone, Grand Tetons, Glacier International Peace Park, Victoria in British Columbia, Crater Lake, San Francisco, and Los Angeles. The return trip home was made by way of Zion and Bryce National Parks, Grand Canyon, Texas, and Oklahoma.

HERE AND THERE

Gerald Carter appeared before members of the Rock River Valley Section of the American Quality Control Association at Rockford, September 10. His subject was "Human Problems of Industrial Plants."

We have recently learned from E. F. Yerby, Director of the University Extension at the University of Mississippi, that Mr. Duke C. Trexler is joining the staff of the University of Mississippi's Department of Extension as Assistant Director for Conferences, Institutes, and Short Courses. He comes from the Millsaps College Center of the University of Mississippi, which is located at Jackson, Mississippi.

Mr. and Mrs. Earl Wolfe have moved from Stadium Terrace to their new home at 112 Mumford Drive, University Downs. Wolfe and his sons did most of the work in its construction.

Jack Humes and Jerry Carter attended the annual meetings of the American Psychological Association at Washington, D.C., September 2-5.

Donald W. Smith spoke to the teachers of Urbana at the opening session of their institute, September 2. His topic was: "How to Get More Out of Your Audio-Visual Aids."

Professor Walter V. Kaulfers addressed the public school staff in Park Ridge at their opening institute session.

SCHEDULED EXTRAMURAL COURSES FOR THE FALL SEMESTER
Volume IV, Number 19, September 19, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		AURORA			
N-3-26	Professional Engineering Refresher	N[1]	9-12-52	11-21-52	D. F. Hang
		CHANUTE*			
U-Oy-19	College Algebra	U[2]	6-16-52	8-7-52	L. C. Butler
		CHICAGO			
N-3-10	Human Relations for Supervision	N	10-2-52	2-5-53	J. F. Humes
N-3-9	Human Relations for Supervision	N	10-1-52	1-27-53	J. F. Humes
N-3-8	Human Relations for Supervision	N	10-2-52	2-5-53	J. F. Humes
N-3-1	Human Relations in Supervision	N	9-30-52	1-27-53	J. F. Humes
N-3-21	Salesmanship	N	9-22-52	12-15-52	D. W. Stevenson
N-3-20	Salesmanship	N	9-22-52	12-15-52	D. W. Stevenson
N-3-24	Principles of Dairy Technology	N	9-30-52	1-27-53	Richard R. Marsh
N-3-23	Dairy Technology	N	9-29-52	12-22-52	Richard R. Marsh

[1] Carries no college credit.
[2] Carries undergraduate college credit.
* Late starting summer courses.

N-3-4	Industrial Psychology	N	9-24-52	1-28-53	Homer L. Gammill
U-3-2	The Administrative Process in Social Agencies	U	9-25-52	1-22-53	R. J. Artigues
		CICERO			
N-3-22	Human Relations in Industry	N	9-24-52	1-28-53	Homer L. Gammill
		DECATUR			
N-Oy-77	Professional Engineering Refresher	N	9-9-52	11-18-52	Lloyd O. Brown
N-Oy-72	Human Relations in Supervision	N	9-16-52	1-20-53	G. C. Carter
		GALESBURG			
N-Oy-26	Human Relations in Supervision	N	8-22-52	10-17-52	G. C. Carter
N-Oy-27	Human Relations in Supervision	N	8-22-52	10-17-52	G. C. Carter
		JOLIET			
N-3-13	How Our Economy Works	N	9-30-52	11-11-52	Herman Erickson
N-3-25	Motion and Time Study	N	10-1-52	2-4-53	Geo. Schrader
N-3-17	Motion and Time Study	N	10-1-52	2-4-53	Geo. Schrader
		KANKAKEE			
N-L-5	Lecture Series on Labor Relations	N	Nov. 1952	May 1953	Walter Polner
		MADISON			
N-Oy-74	Basic Industrial Safety	N	9-9-52	10-14-52	Geo. W. Harper
N-Oy-75	Basic Industrial Safety	N	9-9-52	10-14-52	Geo. W. Harper
		MOLINE			
N-5-7	Engineering Refresher Course	N	9-10-52	11-19-52	Lloyd O. Brown

		ROCKFORD			
N-5-10	Effective Speaking	N	9-15-52	12-1-52	L. W. Olson
N-5-2	Effective Speaking	N	9-15-52	12-1-52	L. W. Olson
N-5-1	Engineering Refresher	N	9-10-52	11-19-52	Chas. N. Debes
N-5-16	Effective Quality Control for Industry	N	9-16-52	12-2-52	Fay Carlson
N-5-15	Election Issues, 1952	N	9-15-52	10-20-52	R. Dangerfield
		URBANA*			
N-Oy-21	English for Foreign Students	N	7-14-52	9-6-52	Helen B. Brennan
U-Oy-10	School and Community Experiences	U	8-11-52	9-19-52	Letitia Walsh
		WATERLOO			
G-Oy-28	Introduction to Animal Nutrition	G[3]	8-12-52	12-2-52	J. E. Corbin

[3] Carries graduate college credit.

Ill. Coll.
Zu21n
cop. 2

UNIVERSITY OF ILLINOIS

NEWS LETTER

DIVISION OF UNIVERSITY EXTENSION

THE LIBRARY OF THE
UNIVERSITY OF ILLINOIS

COURSES FOR NONACADEMIC PERSONNEL

Through the office of Byron Fulk, the DUE has announced eleven courses, which may be taken tuition-free by members of the University's nonacademic staff. Others may enroll by paying the regular fee of $14 for each course. Most of the classes are scheduled for evening sessions throughout the first semester and are noncredit.

The list of courses is as follows: shorthand I, shorthand II, shorthand III, advanced typing, art of communicating, effective speaking, world affairs, music appreciation, drawing and painting, enameling, and heat treatment of metals.

Those classes with an enrollment of fifteen, or more, students will begin during the week of October 6.

HAWAII ANALYZES COMMUNISM

The DUE has received an attractive folder from the Extension Division of the University of Hawaii announcing a new type of course entitled "The ABC's of Communism."

This new, timely course is being conducted over radio stations located on the four main islands; Hawaii, Maui, Kauai, and Hilo. It is designed primarily for teachers in service and carries two semester hours of residence credit in the Department of History.

NEW EMPLOYEES OF DUE

Mrs. Doris Shelton began her duties as a stenographer in the conferences office September 17. Hailing from the "BIG State", Doris is a graduate of La Vega High School and Waco Business College in Waco, Texas. Her Texan husband, John Wayne, is a graduate student in the Department of Geology.

Mrs. Joyce Hofeling recently accepted a clerical position in the Correspondence Courses Section. Joyce is a graduate of Murray High School (Utah) and completed her junior year in the University of Utah prior to being married last summer. Her husband, Thomas, is now stationed at Chanute Air Force Base.

CALENDAR OF EVENTS

October 10 - DUE Staff Meeting, 118 Illini Hall.

October 12-14 - Illinois Florist Short Course, Urbana.

October 12-17 - Institutional Power Plant Engineers, Allerton House.

October 13-16 - Industrial Packaging and Materials Handling Short Course, Chicago.

October 15-16 - Illinois Bankers Conference, Urbana.

NEWS LETTER STAFF

Stanley C. Robinson, Editor
C. D. McMurry, Assistant Editor
(Mrs.) June Teegardin, Copywriter
John Baskin, Duplicator
(Mrs.) Grace Moore, Duplicator

SEND IT IN

Any items sent in for the next issue of the News Letter should reach 118 Illini Hall by October 17. Information pertaining to needed revision of our mailing list is welcomed.

MUSIC EXTENSION NOTES

A total of 7435 persons were brought to the campus by Music Extension during the past academic year. These individuals were here for periods of one day, two days, and two weeks for purposes of study, performance, evaluation, and participation. This figure does not include those attending the various concerts and recitals. The breakdown is as follows: All-State State Festival, 1120; State Music Contest--solos and ensembles 3175; large groups 2377; state-wide planning group 26; conference groups 220; and Summer Youth groups 517. The Summer Youth groups were on campus for a period of two weeks.

Beulah I. Zander, State Supervisor of Music Education, met with Paul Painter and Tom Richardson at the office of Music Extension September 26 to discuss possible joint efforts to further music education in Illinois.

The Executive Board of the Illinois Music Educators Association met for its annual fall meeting October 4 at the office of Music Extension. Paul Painter is president of the Association, and Tom Richardson is executive secretary.

Plans for the Fifth Annual Illinois All-State Music Activity to be held November 28-29 are well under way. Guest conductors for the All-State Groups include: Clarence Sawhill, University of California, Los Angeles, band; Ralph Rush, University of Southern California, orchestra; and Paul Young, University of Illinois, chorus.

Music Extension has made arrangements for the University of Illinois Symphony Orchestra and Sinfonietta to present concerts in West Chicago, Hinsdale, and Naperville October 17.

Robert L. Garretson will present a choral music clinic in Quincy in conjuction with the Adams County Music Educators Association October 17.

Gilbert Waller met with the orchestral teachers of Springfield September 19.

Tom Richardson has been invited to appear before the Northern Illinois Grade School Band Association at LaSalle October 26.

HERE AND THERE

Lawrence W. Olson made the Rockford newspapers in a nice photograph which included himself and Bob Johnston enrolling students at the first meeting of the class in "Successful Selling through Successful Speaking", a twelve-week course sponsored by the Rockford realtors.

Homer L. Gammill is scheduled to go to Des Moines, Iowa this week-end to appear on the program for the fall meeting of the Associated Credit Bureaus of Iowa. His general topic will be "Dealing with Human Relations in Business".

Dr. Cornelia P. Kelley served with the Committee on Credentials at the National Council Meeting of the United Chapters of Phi Beta Kappa at Lexington, Kentucky, September 3-6.

SCHEDULED EXTRAMURAL COURSES FOR THE FALL SEMESTER

First Supplement to Volume IV, No. 19, September 19, 1952

Code No.	Title	Credit Status	Beginning Date	Ending Date	Instructor
		AURORA			
N-3-34	How Our Economy Works	N[1]	10-15-52	12-10-52	Herman Erickson
N-3-30	Interpretation of National Election Wiring Codes	N	9-19-52	11-14-52	John Jeffries
		CARMI			
U-Oy-73	First Aid	U[2]	9-15-52	1-12-53	Warren Huffman
		CARROLLTON			
A-Oy-91	Advanced Soil and Water Conservation Practices	A[3]	9-27-52	11-20-52	Ralph C. Hay

---

[1] Carries no college credit.

[2] Carries undergraduate college credit.

[3] Carries advanced undergraduate or graduate college credit.

		CENTRALIA			
U-Oy-29	First Aid	U	9-17-52	1-14-53	Warren J. Huffman
		CHANUTE			
U-Oy-83	Freshman Rhetoric and Composition	U	9-15-52	12-8-52	John E. Bellamy
U-Oy-84	Freshman Rhetoric and Composition	U	9-15-52	12-8-52	Harris W. Wilson
U-Oy-86	College Algebra	U	9-15-52	12-8-52	L. C. Butler
U-Oy-87	Educational Psychology	U	9-15-52	12-8-52	R. S. Jones
U-Oy-85	Principles of Accounting	U	9-15-52	12-8-52	B. L. Barnes
U-Oy-88	Introduction to Psychological Tests and Measurements	U	9-16-52	12-8-52	Frank Costin
U-Oy-89	Analytic Geometry	U	9-15-52	12-8-52	B. E. Meserve and W. F. Atchison
		CHICAGO			
N-3-31	Human Relations for Supervision	N	9-29-52	2-2-53	Homer L. Gammill
N-3-32	Human Relations for Supervision	N	9-30-52	2-3-53	Homer L. Gammill
G-Oy-33	Problems in School Health Education	G[4]	9-17-52	1-14-53	G. T. Stafford
N-3-33	Human Relations for Supervision	N	10-1-52	2-4-53	Homer L. Gammill
N-3-28	Human Relations for Supervision	N	9-30-52	1-27-53	John F. Humes
A-Oy-30	Mental Hygiene and the School	A	9-24-52	1-21-53	Murray Horwitz
G-Oy-31	Introduction to Evaluation	G	9-22-52	1-19-53	J. T. Hastings
G-Oy-32	Diagnostic and Remedial Programs of the School	G	9-24-52	1-21-53	Edward W. Dolch

---

[4] Carries graduate college credit.

		CLINTON			
U-Oy-34	Safety Education	U	9-18-52	1-15-53	Warren J. Huffman
		CRYSTAL LAKE			
A-Oy-92	Problems in Dairy Farming	A	9-25-52	1-22-53	W. W. Yapp
		DANVILLE			
U-Oy-82	Freshman Rhetoric and Composition	U	9-22-52	1-19-53	C. Nicholas
		DECATUR			
A-4-3	Introduction to Social Case Work	A	9-24-52	1-21-53	J. E. McDonald
		EAST ST. LOUIS			
G-Oy-38	Problems in School Health Education	G	9-27-52	1-24-53	C. O. Jackson
G-Oy-36	Elementary School Core Programs	G	9-22-52	1-19-53	J. T. Moore
G-Oy-39	Independent Study-Evaluation in Curriculum Development	G	9-22-52	1-19-53	Alberta Hill
A-Oy-35	Philosophy of Education	A	9-27-52	1-24-53	W. O. Stanley
		FREEPORT			
N-5-14	Industrial Relations for Supervisors	N	10-2-52	2-5-53	Earl Wolfe
		HENRY			
G-Oy-40	Agricultural Education in Secondary Schools	G	9-25-52	1-22-53	G. P. Deyoe
		JOLIET			
N-3-14	Managing a Business Organization	N	10-7-52	11-25-52	Bus. Mgmt. Serv. Staff
		KANKAKEE			
N-Oy-80	Accounting	N	10-1-52	1-14-53	L. E. Hay
A-Oy-41	Library Materials for Children	A	9-10-52	1-7-53	Viola James

		LA GRANGE			
A-Oy-94	Audio-Visual Materials and Problems	A	10-6-52	2-2-53	Donald W. Smith
		LA SALLE-PERU			
G-Oy-43	Elementary School Core Programs	G	9-24-52	1-21-53	F. P. Barnes
A-Oy-44	Exceptional Children	A	9-23-52	1-20-53	Oliver Kolstoe
A-Oy-42	Philosophy of Education	A	9-24-52	1-21-53	F. McMurray
		LAWRENCEVILLE			
U-Oy-76	Organization of School Health Programs	U	9-16-52	1-13-53	Warren J. Huffman
		LONGVIEW			
A-Oy-90	History of Illinois	A	9-24-52	1-21-53	Robert M. Sutton
		MANITO			
U-4-18	Conservation of Natural Resources	U	9-24-52	1-21-53	W. D. Masters
		MARION			
G-Oy-45	Vocational Education in Agriculture for Adults	G	9-24-52	1-21-53	H. M. Hamlin
		MATTOON			
U-Oy-46	The Ancient World - Rome	U	9-24-52	1-21-53	C. M. Carpenter
		MAYWOOD			
A-Oy-93	Special Techniques of Teaching Vocational-Industrial Subjects	A	9-25-52	1-22-53	M. Ray Karnes
		MOLINE			
G-Oy-48	Educational and Vocational Guidance	G	9-23-52	1-20-53	W. M. Lifton
A-Oy-47	Social Foundations of Education	A	9-23-52	1-20-53	L. E. Metcalf
G-Oy-49	Fundamentals of Curriculum Development	G	9-23-52	1-20-53	H. C. Hand

		MT. VERNON			
A-Oy-50	Social Foundations of Education	A	9-23-52	1-20-53	R. W. Burnett
G-Oy-52	Fundamentals of Curriculum Development	G	9-23-52	1-20-53	K. B. Henderson
G-Oy-51	Education and Vocational Guidance	G	9-23-52	1-20-53	G. F. Anderson
		NOKOMIS			
U-4-11	Arithmetic for Teachers	U	9-27-52	1-19-53	Vivian Petefish
		OAK PARK			
G-Oy-53	Problems in School Health Education	G	9-23-52	1-20-53	G. T. Stafford
		PEKIN			
N-4-15	Dairy Technology	N	9-24-52	1-21-53	Richard R. Marsh
		PEORIA			
G-Oy-56	Educational Administration	G	9-23-52	1-20-53	P. Van Miller
G-Oy-55	Advanced Child Development for Students of Education	G	9-23-52	1-20-53	W. E. Martin
A-Oy-54	The Psychology of Learning for Teachers	A	9-23-52	1-20-53	N. L. Gage
N-4-16	Dairy Technology	N	10-9-52	2-5-53	Richard R. Marsh
G-4-13	Mechanics of Materials	G	9-23-52	3-17-53	Winston E. Black
G-4-22	Mechanics of Materials	G	9-23-52	3-17-53	J. O. Smith
		PRINCETON			
A-Oy-57	Library Materials for Children	A	9-8-52	1-5-53	Viola James
		QUINCY			
G-Oy-59	Advanced Child Development for Students of Education	G	9-25-52	1-22-53	D. P. Ausubel
G-Oy-60	Educational Administration	G	9-25-52	1-22-53	T. E. Benner

A-Oy-58	Psychology of Learning for Teachers	A	9-25-52	1-22-53	R. E. Schultz
		ROCK ISLAND			
N-5-13	Industrial Relations in Supervision	N	10-1-52	2-4-53	Earl Wolfe
		ROCKFORD			
A-Oy-61	Social Foundations of Education	A	9-25-52	1-22-53	B. O. Smith
G-Oy-63	Fundamentals of Curriculum Development	G	9-25-52	1-22-53	J. H. Shores
G-Oy-62	Educational and Vocational Guidance	G	9-25-52	1-22-53	Fred C. Proff
U-5-9	Introductory Economic Geography	U	9-24-52	1-21-53	F. T. Witzig
		SPRINGFIELD			
G-Oy-66	Diagnostic and Remedial Programs of the School	G	9-22-52	1-19-53	R. H. Simpson
A-Oy-67	Public Personnel Administration	A	9-23-52	1-20-53	Thomas Page
G-Oy-65	Introduction to Evaluation	G	9-22-52	1-19-53	C. W. Odell
U-Oy-68	Introduction to Fiction	U	9-24-52	1-21-53	C. Nicholas
N-4-10	Motion and Time Study	N	9-22-52	1-19-53	L. C. Pigage
U-4-12	Teaching of the Dance	U	9-23-52	1-20-53	Ione J. Cope
A-Oy-64	Mental Hygiene in the School	A	9-23-52	1-20-53	Eugene L. Gaier
U-4-8	Racial and Cultural Minorities	U	9-24-52	1-21-53	Richard Dewey
U-4-7	Governmental Accounting	U	9-22-52	1-19-53	C. F. Aiken
N-4-5	Office Practice for Secretaries	N	10-7-52	11-25-52	L. O. Kerwood
N-4-4	Business Letter Writing	N	10-1-52	11-19-52	Richard Wiegand
N-4-2	Professional Engineering Refresher	N	9-8-52	11-17-52	Walter E. Hanson

		URBANA			
N-1-5	Art of Communicating	N	10-7-52	1-27-53	Geo. Amsbary
N-1-2	Shorthand II (Intermediate)	N	10-6-52	1-26-53	Ruth Conway
N-1-3	Shorthand III (Advanced)	N	10-6-52	1-26-53	Ruth Conway
N-1-4	Typing (Refresher)	N	10-7-52	1-27-53	Edgar Ludwig
N-1-1	Shorthand I (Elementary)	N	10-6-52	1-26-53	Joan Meinecke
G-Oy-69	Agricultural Education for First-Year Teachers	G	9-22-52	1-19-53	L. J. Phipps
		WATSEKA			
U-Oy-70	Geography of Illinois	U	9-22-52	1-19-53	Jerome Fellmann
N-Oy-78	Retail Sales	N	10-2-52	11-20-52	Dewitt C. Pond
		WEST FRANKFORT			
G-Oy-81	Curriculum Problems and Trends in Industrial Education	G	9-23-52	1-20-53	R. N. Evans
		WOODSTOCK			
A-Oy-71	Library Materials for Children	A	9-9-52	1-6-53	Viola James

UNIVERSITY OF ILLINOIS-URBANA
3 0112 110193890